

FRONTIER REGIONAL/UNION #38 SCHOOL DISTRICT

VISITORS TO THE SCHOOLS

The Frontier Regional and Union #38 School Committees encourage parents and other citizens of the district to visit the school and classrooms to observe the work of students, faculty and staff. The Committees believe there is no better way for the public to learn what the school is actually doing. In addition, the Committees allow for classroom observations by outside professionals with prior parental approval.

In order to assure that no unauthorized persons enter the school, all visitors will report to the school office when entering, to receive authorization to visit elsewhere in the building. (This policy does not apply when parents have been invited to large group assembly programs or events). The visitor must obtain a visitor's badge which should be noticeably displayed on their person. The visitor must be escorted to their destination in the building by a member of the faculty or staff. A log of visitations will be maintained in the Principal's Office.

Any unauthorized person on school property will be reported to the principal or superintendent. The person will be asked to leave. The police will be called if the situation warrants such measures.

Classroom visits by parents/citizens:

- Individuals should give at least a 24 hour notice of their intent to observe a classroom and arrange for a mutually agreed upon date and time with the building principal. Notice must be given to the classroom teacher and a copy of this policy must be sent to the observer by mail or given to them when they arrive for the visit.
- No more than 60-90 minutes will be allocated for visits. If visitors wish to spend time speaking w/ a teacher, please schedule a separate time to do so.
- Visitors are expected to be quiet observers conducting themselves in a manner that is the least obtrusive or disruptive to students and the classroom activity. No cell phones may be used during the classroom visit.
- Visitors must follow the rules of the classroom.
- Observations will normally be limited to one classroom teacher unless prior arrangements have been made.
- The school reserves the right to limit the number of classroom visitations per week in order to maintain a positive classroom environment with as few disruptions as possible. Any concerns should be addressed to the classroom teacher then to the building principal.

Classroom observations by outside professionals:

- Individuals should give 24 hour notice of their intent to observe a classroom and arrange for a mutually agreed upon date and time with the building principal. Notice must be given to the classroom teacher and a copy of this policy must be sent to the observer by mail or given to them when they arrive for the observation.
- If an outside expert/professional is coming to observe, the school will have an observer of equal role observing at the same time (i.e. outside psychologist observing-the school psychologist will observe simultaneously).
- No more than 3 hours for professional (expert) observations. If the outside observer would like to see the entire school day, then they must schedule more than one observation.
- The observer will not use a cell phone during the observation.
- The observer will not interact with any students, teachers or staff; this is an observation, not an interview or consultation time.
- The observer has the right to take notes and does not need to share these notes.
- The observer may not request copies of lesson plans, grade books, or any other materials.

Amended:

Frontier 06/09/2009

Conway 06/18/2009

Deerfield 06/10/2009

Sunderland 06/16/2009

Whately 06/01/2009