

Stonybrook Intermediate Academy
Parent Classroom Visit Policy
2017-2018

Dear Stonybrook Intermediate Families,

We recognize that it is very important for our parents to have the opportunity to pop into classrooms to check on their scholars during the school day. We want to do our best to accommodate our families, but also protect the instructional time and safety of all of our students. As you can imagine, whenever there is a classroom visitor this could potentially be a distraction for our young scholars as well as for the teacher if they are not aware that you will be visiting. In order to ensure that your visit is as efficient and comfortable as possible, please read the below procedures. Please let us know if you have any questions!

Step 1: If you wish to conduct a classroom visit, please contact the teacher via telephone or email and request an appointment. You may also work with your student's assigned administrator to coordinate a visit as well. Please note that you are always welcome to have your student called down to the main office if you wish to speak with them; however, you may not be able to visit the classroom if you have not pre-arranged this with the students teacher.

Step 2: Please sign in at the building main entrance with your I.D. and report to the Intermediate Office. Please let the office associate know whose classroom you have an appointment with. Once she verifies that you have an appointment, someone will be called to escort you up to the classroom. *Your name must be listed as a guardian in our system in order for you to be permitted to go up to the classroom.*

Step 3: During your classroom visit, please refrain from speaking to the teacher or other students as this takes away from instructional time and can also result in disrupting the learning environment taking place. If you need to address your student, please do this in the hallway. Additionally, if you have any questions or comments please address these with the teacher later (not during the visit) or speak with your appropriate administrator.

Step 4: An acknowledgment of this policy must be signed before each visit as modifications may be required as necessary.

Again, we want to do whatever we can to partner with our families to ensure the success of our scholars! We trust that you will support us in our efforts to provide the best possible learning environment for our scholars by adhering to our classroom visit policy.

Sincerely,

Myke Spencer
Principal, Stonybrook Intermediate Academy

----- cut ----- cut ----- cut ----- cut -----

I, _____, have read and understand the above classroom visit policy at Stonybrook Intermediate Academy. I also understand that failure to comply with the above policy may prevent me from being able to conduct a visit in my student(s) classroom at Stonybrook Intermediate Academy for the remainder of the 2016-2017 school, as determined by the Principal.

Student's Name: _____

Teacher's Name: _____

Parent/Guardian Signature: _____

Visit Date: _____