

Guidelines Related to School Visitors

General Guidelines (Alvin ISD 2009-2010 Student/Parent Handbook page 56)

Parents and others are welcome to visit Alvin ISD schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with applicable district and campus policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. (see classroom visitation guidelines listed below)

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Specific Guidelines Related to Classroom Visitation:

- Classroom visitors should be in custodial relation to the student or have a valid reason to visit as approved by the principal (e.g. student enrolled in a teacher preparation program completing a required classroom observation.)
- All visitors to a classroom must be pre-approved to visit by the principal or principal's administrative designee at least 24 hours in advance.
- The principal or administrative designee will retain the discretion to prohibit classroom visits for any valid reason on the day requested.
- Unless otherwise approved, classroom visits shall be no more than 15 minutes in length and no more than two times per nine-weeks grading period.
- Classroom visitors are expected to be unobtrusive, observe quietly, and not engage in conversation or activity with the teacher or students in the class.
- Visitors who fail to follow these guidelines shall be prohibited from making classroom visitations.