

Classroom Visitors at Belleview Elementary School

The Rock Hill School District Three School Board encourages parents and other citizens of the district to visit classrooms at any time to observe the work of the school. Belleview Elementary believes that education is a collaborative venture between parents/guardians and school personnel. At times parents/guardians may wish to visit for a short period of time or observe for up to 45- 60 minutes in a classroom. To assure a successful school visit or observation, Belleview asks for your cooperation in following these guidelines:

Classroom Visits and Observations

1. Parent/guardian may either visit their student's classroom at the teacher's/school's invitation or make a request to the school principal to have a formal observation of the classroom.
2. Classroom visits and/or conferences by parent/guardian must be arranged in advance.
3. Classroom observations are at the discretion of the school principal.
4. Building level administrator or designee may remain with parent/guardian during a classroom observation, and the administrator may conduct a post observation conference with parent/guardian.
5. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class. Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.
6. Classroom observations should be scheduled for no longer than 45 minutes to an hour.

Conduct during the visit/observation

- For security reasons, visitors are required to check in at the school office to sign in and obtain a visitor's sticker before proceeding to contact any persons in the building or on the school grounds.
- To protect the learning environment, only one visitor is allowed in the classroom during the observation. Parents/guardians are asked not to bring younger siblings or children while visiting/observing in the classroom.
- Observers are asked to sit in the area designated by the classroom teacher.
- The principal or designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
- Pictures and video/audio recording devices, and use of cell phones are prohibited.
- The visitor/observer must commit to engaging in no interaction with the staff or students in the classroom.
- If the visitor would like to talk to the teacher, a meeting can be scheduled for another time, rather than disrupt the scheduled lesson.
- During an observation, visitors will see or hear things which must be kept confidential. Confidentiality regarding our students is paramount and visitors must agree to respect the rights of the school staff, as well as the students, and refrain from sharing any information collected during the visit.
- Visitors need to sign out and leave their visitor's sticker when their visit is complete.

