

Varner Elementary School

Parent Building Visitation and Classroom Observation Procedures



Building Visitation

- Between the hours of 7:15 AM – 7:50 AM, the teachers are beginning the day as students enter their classroom and walking students to the classroom is prohibited unless special circumstances require the assistance of a parent (i.e. project delivery, cupcakes for birthday celebrations).
- All visitors must sign-in at the front office to receive a visitors badge stating purpose of visit.

Classroom Observation Procedures

Upon request, the Principal or designee may, at his/her discretion, grant permission for classroom observations by the parents/guardians of current students, other family members of current students who are approved by the student's parent/guardian. To minimize disruption to the instructional program at Varner Elementary, visits to classrooms or requests to meet with specific personnel must comply with the following guidelines:

- Parents or guardians must request in writing to the school principal to observe in their child's classroom 24 hours prior to the time they wish to observe.
- Parents/guardians may observe for up to one hour, depending on their grade level, during a classroom visitation.
 - Recommended Times:
 - K – 20 – 30 minutes
 - 1st & 2nd – 30 minutes – 45 minutes
 - 3rd – 5th – 30 minutes – 1 hour
- Classroom visitations are not a time for parent-teacher conferences and parents/guardians should not expect teachers to conference with them at these times.
- The regular school program must continue during such visits. Therefore, parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means.

Lunchroom Guests

We think it is wonderful when the children get to have a visitor for lunch. In order to help you be able to have quality time with your child, a special table has been set up for visitors. If you come to have lunch with your child, you and your child will sit at the visitors' table. This table will be reserved for students and their parents. As always, please do not bring food from outside establishments for lunch. We look forward to seeing you.

Parents we appreciate you following the above guidelines and procedures for the safety of all of our students as well as the protection of the students' instructional time.