

ARLINGTON ELEMENTARY SCHOOL
School Council Policy

Volunteer and Student Observation Policy

In order to establish and maintain a welcoming environment for parents and encourage their participation and input into the school's programs, a procedure for accommodating parent classroom visitations without interruption to the academic program is important and shall respect the right to privacy of all students in the class.

POLICY STATEMENTS

Observation Procedure:

The following procedures shall be followed for parent requested visitation/observation in regular classrooms during the academic day:

1. Visitations shall be arranged in advance with the principal and/or the teacher.
2. The length of a classroom observation shall be established with the principal and/or teacher, prior to the visit.
3. A confidentiality form shall be completed and filed in the school office prior to an observation visit.
4. An observer should not do anything that is an undue distraction to any child.
5. No child(ren) shall be permitted to accompany a parent who is observing in a classroom.
6. Comments, questions or other discussion must not be conducted during instructional time and must be saved for a scheduled conference.
7. The number or frequency of visits may be limited at the discretion of the principal.

*** No visitors or observations will be allowed in Special Education classrooms, due to confidentiality, unless preapproved by teacher and principal.*

Visitor Procedure:

To ensure the safety of all students and staff at Arlington Elementary the following visitor protocol will be followed:

1. All visitors will buzz into the office and state the purpose of their visit before entering the building.
2. All visitors will sign in and wear a visitor sticker. The identification sticker must be worn at all times while in the building. *By signing in, all visitors agreed to abide by Arlington Elementary's confidentiality statement.*
3. Visitors **MUST** have a scheduled destination: conference, classroom volunteer, lunch, PTA Volunteer, Student Teacher/Practicum student, Social Worker/Counselor/mentor.
4. Visitors will sign out in the office upon leaving the building.
5. All staff will question any person without an identification badge and direct them to check in with the office before proceeding to the intended classroom.
6. Visitors are welcome to eat lunch any day. The visitor will say good-bye to their student in the cafeteria unless prior arrangements have been made with the classroom teacher.
7. If it is necessary for a parent to bring a book, lunch, coat, or deliver a message, during school hours, he/she must come to the office. This service should be facilitated through the Office Staff to prevent classroom interruption. The office staff will deliver items for immediate attention to the classroom to prevent interruption.

Additional procedures for large events (programs, luncheons, etc):

1. Arlington will have sign-in tables in the front hallways.
2. Parents/visitors will depart following the event, not returning to classrooms

Volunteer Procedures:

Purpose and Rationale:

We encourage anyone interested in working with children, helping with teacher preparation, working in the library or office, or helping with a one-time event. Special talent is not a requirement to volunteer at Arlington Elementary. We believe everyone has something important to share with the students for their learning experiences.

***Also to ensure safety, school volunteers are required to have a criminal records check before regular contact with students at Arlington Elementary.**

1. Visitations shall be arranged in advance with the principal and/or the teacher.
2. The length of a classroom visit shall be established with the principal and/or teacher, prior to the visit.
3. A confidentiality form shall be completed and filed in the school office prior to volunteering.
4. A volunteer should not do anything that is an undue distraction to any child.
5. Comments, questions or other discussion must not be conducted during instructional time and must be saved for a scheduled conference.
6. The number or frequency of visits may be limited at the discretion of the principal.
7. Other children accompanying volunteer will be full responsibility of volunteer. At which, they will not be allowed to stay in classroom. Other areas such as the teachers' lounge, cafeteria, and unused conference room can be used to accommodate volunteer work.

Date Adopted _____ Signature: _____
Council Chairperson