

# STOKES-BEARD ELEMENTARY SCHOOL

At Stokes-Beard, we want parents/guardians to visit our school and see our staff and students in action. In order to create a safe and productive learning environment, we ask that the following procedures be followed when visiting our school and classrooms. Thank you.

## School Visitation Guidelines

Please assist us by following these procedures:

- Please report to the main office. Sign in, state your business and obtain a pass. Please wear your pass the entire time you are visiting.
- Arrive at least 5-10 minutes before the class you wish to observe begins. Someone will escort you to the classroom.
- Upon entering the classroom, the teacher will direct you to a location where you can sit and observe.
- Please refrain from discussing anything with the teacher. If you have a question or a concern, please schedule a conference when you're signing out in the office. If you just want to comment or ask a questions, please leave a message for the teacher or send him/her an email.
- Please complete the form below and give the form to a secretary in the office when you sign out to leave.
- Please do not bring small children with you.
- Please refrain from talking on your cell phone.
- Please dress appropriately for school aged children. (Respect the culture of our learning environment.)
- Please be prepared to leave your keys in the front office

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Student's Name \_\_\_\_\_ Date of Visit \_\_\_\_\_

Visitor's Name \_\_\_\_\_ Time Visited \_\_\_\_\_

Teacher(s) Visited \_\_\_\_\_ Subject \_\_\_\_\_

List of positive aspects observed during your visit:

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List any concerns you observed during your visit:

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Any comments or questions about what was observed during your visit:

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Would you like the principal to contact you? \_\_\_\_\_ Best phone number to reach you. \_\_\_\_\_

**“Stokes-Beard, Iron Tough!!!”**