



## **Procedures to Policy 903 - Visitors to School District Buildings and Sites**

Northfield Public Schools recognizes the importance of parents and community members supporting our schools by observing classroom instruction and volunteering in our schools. We welcome visitors. However, we reserve the right to closely monitor school visitors and volunteers in order to minimize disruption of instruction.

### **Standards for individuals who wish to observe/visit a classroom or program:**

1. Classroom observations/visits should be scheduled at least two days in advance with the building administrator or their designee.
2. Observations shall be limited to 60 minutes duration to avoid disruption or distractions in the classroom, unless the building administrator believes there are compelling reasons for a longer visit.
3. The number of visits/observations shall be limited to three per school year to minimize disruption to instruction. This limit does not include times when parents are invited to a classroom for a special event or presentation, or when serving as a volunteer with a teacher.
4. Observations/visits will be limited to one visitor at a time, unless the request is for both parents.
5. Observers/visitors will remain in the location directed by the teacher to minimize the disruption to instruction.
6. Observers/visitors will not look at work samples nor gather information about any student, other than their own child, who is present in the classroom or instructional program.
7. The building administrator or their designee may be present during the observation in order to facilitate discussion or respond to questions that may arise. A follow-up meeting may be scheduled to address questions or concerns.

### **Standards for all individuals who observe instruction *or* volunteer within the school:**

1. In order to maintain a safe and secure school environment, all visitors and volunteers are required to sign in at the school office, wear a visitor's badge while in the school or on school grounds and sign out when leaving the building. (see Board Policy 903)
2. To protect the learning environment, visitors and volunteers are asked not to bring younger children with them, nor utilize any personal electronic equipment such as audio or video recording devices and cell phones.
3. Visitors and volunteers must respect and observe the privacy rights of students as provided under state and federal law. (see Board Policy 515)
3. A visit may be ended by the building administrator or their designee at any time if classroom activities or instruction are being disrupted. (see Board Policy 903)



**Classroom Observation/Volunteer  
Confidentiality Acknowledgement**

Thank you for visiting or volunteering in our schools. Your involvement and support in educating our children is greatly appreciated.

While in our schools, you may encounter or become aware of information about student grades, test scores or other information about specific students; overhear conversations between school staff regarding students; and observe student interactions, including behavioral incidents that may need to be addressed by school staff.

Due to data privacy laws, we are asking that you sign this form indicating that any information you obtain related to any student will remain confidential.

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Printed Name of Volunteer/Observer

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Signature of Volunteer/Observer

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Date