

Visitor Policy

Sign-In Policy – Each visitor must sign-in and sign-out at the school office as: volunteer, classroom visitor or cafeteria/lunch visitor. Each visitor will be issued identification relative to the purpose and location of the visit.

Classroom Observation – An individual wishing to observe in the classroom shall submit a Classroom Observation Request form at least twenty-four (24) hours in advance through the Principal or designee. For classroom visits, the date, time, and purpose will be approved or disapproved by the Principal or designee, and if approved will be coordinated with the classroom teacher and accompanied by the Principal or designee.

All visitors must sign-in/sign-out at the office prior to the agreed upon observation time. A visitor's badge will be issued and the Principal or designee will be notified. A Code of Ethics form must be read and signed by all visitors observing in classrooms.

The class observation shall be limited to one class period, not to exceed forty (40) minutes. The visitor shall not interrupt the classroom setting; therefore, the time of the visit will be determined by the Principal or designee. During the school year, an individual shall be limited to two (2) classroom observations. Individuals may be requested to complete a school-developed questionnaire pertaining to the observation.

Individual cases concerning classroom observations may be taken under consideration by the Principal or designee after consultation with the teacher. The Principal or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time s/he perceives the change to be in the best interest of the children, parent, or teacher.

Observers will dress appropriately and follow the student dress code as stated in the student handbook. Cell phone use is prohibited while in classrooms.

Student Visitors – Student visitors are not permitted unless they have been invited as part of an exchange or assembly program.

Classroom Observation Request

Ockerman Middle School

Name _____ Date of Request _____

Phone _____ Email _____

Student _____

Teacher to be observed _____ Date _____ Time _____

Purpose of Observation

As stated in the OMS visitor policy, parents and guardians will dress appropriately and follow the student dress code as stated in the student handbook. Cell phone use is prohibited while in classrooms.

Approved _____ Date _____

Disapproved _____ Date _____

Code of Ethics for Classroom Visitors

Ockerman Middle School

Please read, sign, and date this form and return to the school. Thank you!

The following Codes of Ethics are required qualifications for all visitors:

- Visitors will protect the health and safety of students.
- Visitors will practice confidentiality, while maintaining respect and dignity for the students, school, and community.
- Visitors will strive to set and maintain high moral and ethical conduct by setting an example with all involved students.
- Visitors will cooperate with the certified staff and administration to assist with enforcement of rules and regulations.

Understanding Confidentiality:

As a visitor, you may be in the position to know about test scores, overhear conversations of private matter, and/or observe situations that should remain private. Some incidents may need to be reported to the teacher or to the administration.

I understand and agree to the above Code of Ethics and Confidentiality Statement. I understand that discussions of confidential matters and criticism of professional staff, pupils, and/or programs is inappropriate.

Visitor Signature _____ Date _____