



Lamar-Milledge Elementary School

510 Eve Street
Augusta, GA 30904

Shetina Roulhac, Principal

Office 706-737-7262
Fax 706-737-7261

CLASSROOM VISITATION, OBSERVATIONS & PARENT CONFERENCES POLICY

Parents, teachers, counselors, and/or administrators may request conferences, class visits, and/or class observations of students. Conferences, observations, and visits should be arranged by calling the school and scheduled during the teachers' planning periods. The following policy is to protect instructional time in the classroom without unnecessary interruptions; as research indicates that one of the factors affecting student achievement is uninterrupted instructional time. It is imperative that instructional time be protected, and it is the intent of the administrators and office staff of LMES to do so.

General Rules:

Observations, Visits and Conferences should be scheduled in advance.

- All visitors/parents/guardians **MUST** obtain a pass from the front office and wait for approval to report to classroom/visiting area.
- Visitors/parents/guardians are NOT allowed to:
 - Interact with any other child/student other than their own during observations;
 - Enter a teacher's classroom without the teacher present, nor teacher workrooms;
 - Go through cabinets and drawers in classrooms, workrooms/Break areas or any; other area without permission from an administrator or consulting teacher;
 - Randomly peruse the building speaking to students and/or employees;

Teachers will respond in a timely manner via phone, email, text, Class dojo; Remind, or other communication avenues setup with parents;

Conferences:

- Conferences should be scheduled in advance or after school;
- May occur via phone;
- Are NOT to be conducted during instructional time, observations, or visits;

Observations/Visits:

- Should be scheduled in advance;
- Must be approved by an administrator;
- May only occur in the class of where the observer's child/student is;
- May last no longer than 30 minutes;

Volunteers:

- Should be scheduled support in advance;
- Must dress appropriately (see Code of Conduct or administrator if necessary)
- May Not use volunteer time to visit child(ren)

Please feel free to contact the school, an administrator or your child's teacher as needed. Parental involvement is imperative, and we welcome open communication between the school, home, and community. Again, this policy is simply to protect instructional time, as we believe all students deserve a quality education with the collaborative support of all stakeholders.

"Where lions learn and lead!"

HOME OF THE LIONS



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