

North Central Area Schools

P. O. Box 159 | W5465 East Third Street, Hermansville, MI 49847

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Travis Depuydt, Ed.S, Superintendent/K-5 Principal
Donny Bianco, 6-12 Principal
Amanda Norkoli, Dir. of Online Learning/At-Risk Coord.

Wendy Granquist, Business Manager
Lisa Harry, School Counselor

Parent/Guardian Visitation Agreement

- A. Parents/Guardians, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.
- B. Visitations will not be allowed during examinations and independent study periods.
- C. A visitation should be no longer than 60 minutes or one class period.
- D. The number of visitors at any one time should not exceed one parent/guardian.
- E. The frequency of visits for any student's parents/guardians should be no more than two every month and shall not exceed 10 total visits per year.
- F. Parents/Guardians are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- G. Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always immediately available during the visitation.
- H. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- I. Use of audio or visual equipment to record classroom activities is strictly prohibited as it may violate the rights of students unrelated to the visitor.
- J. If a visitor wishes to tape record a conversation or meeting with a teacher or the principal, he/she should request permission from the teacher or principal ahead of time.
- K. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
- L. Visitors are encouraged to meet with the principal and teacher during non instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, he/she should discuss the concern first with the teacher and, if the concern is not satisfied, make arrangements to discuss the matter with the principal.

I, the undersigned, request approval to visit the following classroom(s):

Teacher	Grade	Date	Time
_____	_____	_____	_____

I have received a copy of the Parent/Guardian Visitation Agreement. I have read and understand the implications of each item and by my signature below, agree to adhere to these guidelines.

Signature

Date

Approved:

Administrator

Date