

Baldwin County Board of Education

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Board of Education
Dr. Gloria Wicker, Vice Chair
Shannon Hill
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Dear Parent and/or Guardians,

Throughout the school year there may be times when you would like to come observe your child in his/her classroom. The Baldwin County School District encourages parent involvement as much as possible. However, it is critical that classroom observations do not disrupt the instructional time or classroom routines while you are visiting the classroom. The following are the procedures that the Baldwin County School District has adopted when a parent wants to come visit and/or observe in their child's classroom.

Our instructional time is of the utmost importance. We ask that you follow the procedures listed below so that this time is not interrupted:

- We ask that all visitors, out of respect for our students' learning environment, refrain from using cell phones in the building. Please put them on SILENT as you enter the building.
- If you need to give something to your child or a teacher, please leave it in the office and we will make sure they get it.
- Parents who come to visit the classroom are asked not to bring small children with them. We ask that you give the teacher a 24 hour notice. All visits must be approved by the principal or her designee. This ensures that our classrooms are not constantly interrupted with visitors. We do not want our students distracted by visitors throughout the day. There are certain guidelines we request that you follow when visiting a classroom. This ensures that the instructional time is not interrupted. When you come to visit, you will be asked to sign a document stating that you understand these guidelines. One of the administrators will talk with you before your first visit to the classroom during instructional time.
- Length of time for the observation will be determined by administration at the time of request.

The Baldwin County School District is always encouraging volunteers to come help in our schools. Parents are encouraged to complete the proper background checks and paperwork so that the schools can utilize them in many ways to support the entire school.

If you have any questions about the observation procedures or becoming a parent volunteer, please contact your child's school administration.

Sincerely,

Tara O. Burney
Principal, Midway Hills Primary

Tara O. Burney
Principal

Terri Carty
Assistant Principal

Ph: (478)457-2495 Fax: (478)457-2499

Baldwin County School District

Classroom Observation Etiquette

*Welcome to Midway Hills Primary, home of the
Super Hero Bears!*

Before entering, please:

1. Check in at the school office.
2. Limit visitors to one at a time.
3. Younger children or siblings are not allowed during classroom visits.
4. Turn off or silence your cell phone.
5. Recording videos or taking pictures during classroom observations are not allowed and is a FERPA violation.
6. Enter quietly without disturbing instruction.
7. Please do not talk to or interact with the teacher or other students.
8. You may schedule a conference at another time to ask questions or make comments.
9. Observation is not to exceed 20 minutes.

I understand and agree to the guidelines listed above.

Signature: _____ Date: _____