



HIGHLANDS ELEMENTARY SCHOOL

Guidelines for Classroom Visits

- ❖ Parents and adults are always welcome to visit Highlands Elementary.
- ❖ All visitors must present a drivers license or ID at the front desk to obtain a visitor pass which must be worn at all times.
- ❖ During the instructional day, student visitors and pre-schoolers are **NOT** permitted to visit classes in the classrooms, library or any other class area.
- ❖ Visits to individual classrooms during the instructional day are permitted with the principal's approval **AND** must be scheduled with the teacher.
Please keep in mind that the frequency and duration of the visit(s) must not interfere with instruction or disrupt the normal school environment.
- ❖ Visits to classrooms should be limited to 15 minutes and guests must be accompanied by an administrator unless alternative arrangements with the classroom teacher have been made.
- ❖ While visiting, adults should sit in the back of the classroom and should not talk to or distract the students or the instructional process.