

Sunset Elementary School Policy

Family and Community Engagement in Educational Programs (BP 4.502)

Sunset elementary supports the concept that parental involvement in schools is essential if the school and the parents are to work together to improve the quality of education for all students. It is our responsibility to educate students. In order to do this job effectively, it is important to keep classrooms as free of distraction as possible.

The principal or designee will limit the length and number of visits that can be made to any classroom. People requesting to visit classrooms must:

- Request the **PERMISSION FOR OBSERVATION** form from the front office.
- Send this form signed by the parent and the person observing the child to the building principal at least 3 days before the visit.
- Your request will be approved or denied and the Permission Form will be returned to you.
- Present a copy of the approved form upon arrival at the school
- Sign in at the front office and get a visitor's badge
- Be as quiet as possible during the visit
- Avoid taking up school personnel time during the visit
- If you would like to discuss your child, please schedule a conference with your child's teacher
- **Keep confidential any information learned about any student during the visit**

Important! Even with the signed permission form, a building principal has the right to ask anyone, including parents, to leave if their presence is disruptive to the education of students or if any other student need requires the support of specialized personnel.