

Vanguard Parent Visitation Policy

The following policy, in accordance with the RTA contract, was developed in conjunction with the building RTA representatives.

Parents are encouraged to contact their child's counselor or teachers to review the instructional program and their child's progress. If a parent contacts the school by phone and requests information about their child's performance, we will refer the call to the student's counselor for follow through. If a parent calls for a specific teacher, we will direct the caller to leave a message in the teacher's voice mail with a return phone number to call.

If a parent or guardian should come directly to the school without an appointment, the parent will be directed to the child's counselor or a specific teacher's primary supervisor. Parents must make an appointment directly with the teacher or through the counselor to discuss their child's performance.

A parent may observe their child's class. The teacher must be informed by their supervisor prior to the start of the class that the parent will be observing. The parent will be given a copy of "Observing Your Child's Class" and must agree to the conditions therein (see next page).

It is our hope that this policy promotes and helps to maintain effective home-school relations.

Vanguard Parent Visitation Policy Observing Your Child's Class

You are welcome to visit and observe your child's classroom. Teachers and administrators encourage you to be involved in your child's education and schooling. One effective way to learn about what your child is experiencing and what the expectations are is to visit and observe your child's class.

To facilitate an effective visit and to respect the teaching-learning process, we ask that you observe the following:

1. Schedule your classroom visit with your child's teacher at least one day in advance.
2. Arrive at the beginning of the class and attempt to remain in the class the entire period. If you must leave during the period, it is best to leave the room when the teacher is not talking.
3. This is a time for observing the teacher-learning process. Do not attempt to discuss your child's performance with the teacher at this time. Do not engage in conversations with the teacher, your child, or the other students. On occasion, the teacher may invite you to participate. If so, feel free to participate.
4. Visitors are not permitted to bring recording equipment to the classroom without the advance permission of the teacher.
5. If there is an emergency in the classroom, we ask that you leave the classroom and report to the Office. Please do not leave the school.
6. The teacher would welcome a discussion with you after your visit. Please contact the teacher for a follow-up discussion.

Thank you for being involved in your child's Vanguard education and enjoy your visit.

