

# Classroom Visit Guidelines

## Classrooms Visits

We have scheduled parent classroom visits on **Tuesdays** from 10:30 – 11:30 a.m. The process for these visits is outlined below. Classroom visits that have not been planned with the teacher and do not include volunteering should not exceed 20 minutes, and should not include a conversation with the teacher.

Classroom Visit Procedure:

1. Sign-in, in the school office.
2. Enter the classroom and go to the **designated visiting area**.
3. Once you have finished your visit, take and complete the comment sheet located in the visiting area and turn it into the office staff. The teacher will review your comment sheet the same day and contact you within 24 hours if necessary.

**\*Please note that classroom visiting is not allowed during testing. Please check the school's bulletins and/or web site for testing dates.**

We encourage all parents to support their student's education at Museum Magnet Elementary School. If you would like to visit your child at Museum Magnet without prior notice to the teacher, please do the following:

1. Report to the Main Office and get a visitor badge.
2. Withhold any conversation you may have for a teacher to non-instructional time. Museum Magnet is making sure that we provide your student with quality instructional practices. Therefore, we would appreciate it if you would withhold your conversations with teachers during the learning process. We encourage you to make an appointment to discuss with the teacher before or after school, or during their lunch or prep time. At least 24 hours advance notice is customary.

While Visiting:

1. Be respectful of student instructional time and work time.
2. Limit your time to no more than 10 minutes per classroom. If visiting one classroom, limit your visit to 20 minutes.
3. Only three observers are allowed in a classroom at a time.
4. Do not engage in dialogue or ask classroom teachers questions, unless they initiate it.

## Volunteering

Museum Magnet is currently seeking volunteers to assist with small groups within the classroom. Your cooperation will assist us in providing differentiated instruction. Studies show that differentiated instruction improves struggling student's learning

and will help close the achievement gap. If you wish to volunteer, Saint Paul Public Schools requires that you fill out a background check form, which you can get from the main office. Please assist our efforts in developing “Future Leaders” by following the below listed procedure for volunteering in our school.

**Volunteer Procedure:**

1. Contact the teacher in advance.
2. Choose the type of volunteering you would like to do: reading to a student, tutoring, administrative (copying, cutting), special events (exhibit set-up).
3. Sign-in, in the school office.
4. Complete volunteer paperwork (done your 1st time volunteering only).
5. When finished, please sign out before leaving.

**Thank you in advance for your cooperation!**