Parent/Guardian Visitation

Guidelines

Purpose: At LifeScape Specialty Schools we encourage parent/guardian involvement. This may be classroom observation, volunteering, field trip participation, or other school activities. However, we need to be certain that we are maintaining the instructional time and safety in the classrooms and the school. With that in mind, please follow these guidelines for parent/guardian visitation.

1. **Parents who want to observe their child in the classroom must first contact the teacher in order to set up an appropriate time.**  When observing in your child’s room, please find a seat designated by the classroom teacher. Sitting right next to your child may cause your child to lose focus on the teacher and lesson. Therefore, this seat will not be right next to your child.
2. We know there are times that the parent needs access to the teacher for questions. If you have questions, please contact the teacher via e-mail or a phone call to arrange a time for you and the teacher to talk. It may be more convenient to ask while doing an observation, but that takes the teacher’s focus off the students. **Students are our number one priority.** Therefore, please call or e-mail to set up a time to talk. Typical times that teachers are available are 8:00-8:30 AM most days and after 3:45 PM. Other than these times, teachers are with students and will be focused on teaching, and teaching time cannot be interrupted.
3. LifeScape strives to work with families to ensure great communication through phone calls, notes, and e-mails.  Unfortunately due to regulatory constraints we are only able to use text messaging through LifeScape Corporate phones.  You may obtain this number from your classroom teacher. Teachers and staff are unable to provide their personal cell phone information.
4. If you are bringing your child to school each morning and plan on walking them to the classroom, you must stop in the front desk in the lobby, sign in, and receive a visitor’s pass. Also, Guidelines 1 and 2 still apply.
5. We encourage parents/guardians to visit, however, **other visitors will NOT be allowed in the classroom due to privacy issues** (FERPA). Other family members and friends are welcome to eat lunch with your child, but we must have received either a note or phone call from the parent/guardian before allowing them access to the student. Again, this is a safety measure to protect our students. If we have not received a letter or a call, we will attempt to contact you. If we are unable to get in contact with you, the visitor will not be allowed into the school building.
6. Because over 60% of our students live in our residential facility, parent/teacher conferences are uniquely designed to occur just before a scheduled school break. Parents/Guardians may schedule time with the teacher when they arrive to visit or to take their child home for the break.
7. To prevent the transmission of infectious illness, upon visiting, all parents/guardians and visitors will be informed about the presence of potential infectious illnesses. Residential students may be kept back in the residential area or may be in isolation.
8. During periods of increased incidence of highly infectious diseases, restriction of visitors will be considered.
9. Signage will be placed to inform visitors/vendors/volunteers of the risks of infection transmission as appropriate.
10. Visitors will be asked not to visit if feeling ill or have signs/symptoms of infectious illnesses.
11. Parents of residential students who would like to visit outside of the school day should contact their case manager or residential supervisor to make arrangements.