



Nobel Charter Middle School VISITOR'S POLICY

ALL CAMPUS VISITORS MUST:

- All campus visitors must report to the Main Office, sign in, and obtain the consent and approval of the principal/ designee before entering campus.
 - Main Office will assist in scheduling parent/teacher appointments during the teacher's conference time, or at another agreed upon time. The office will also notify the teacher.
 - Sign in and out in the Visitor's Hand Book on the Main Office Counter.
 - Be issued a visitor's nametag.
 - Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.
 - Observe only in the class in which their child is enrolled.
- Determine the classroom activity you are observing and keep the classroom observation time and frequency reasonable.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
- Return the visitor's permit to the Main Office before leaving the campus.

SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Do not interfere with any school activity during the visitation.
- Do not converse with the students, teacher, and/or instructional assistants during the visitation.
- Children, who are **NOT** enrolled at Nobel, are not allowed on campus at anytime, without prior principal/ designee approval.