

## *Observation Guidelines*

*School District of Waukesha* 

### *Lowell Elementary School Deaf and Hard of Hearing Programs*

*Our staff welcomes you to Lowell Elementary School. Please read through the following guidelines prior to visiting classrooms. We appreciate your support of our school programs.*

- All observations must be prescheduled with the program support teacher for the deaf and hard of hearing programs. Program Support Teachers will notify classroom teachers of scheduled observations.*
- Visitors must check in at the school office, register, and pick up a visitor/guest name tag. Visitors will be escorted to classrooms by student or staff volunteers.*
- Visitors will be seated in prearranged designated areas of the classroom by classroom teachers. Please do not create competing auditory or visual distractions. CHILDREN WILL NOT BE DISTRACTED by program guests.*
- Parent observations are welcome. All siblings must be left with a caretaker or at home when parents have scheduled a program visit during the instructional day.*
- Questions related to observations should be addressed to the classroom teacher at a scheduled post-observation conference. This can be a telephone conference, e-mail correspondence or at a school meeting.*

*Thank You!*

*The Instructional TEAM at Lowell Elementary School*