

## Parents At School/Visitor Procedures

Innovations International Charter School of Nevada has an open door policy, however, appointments to visit the classrooms, meet with teachers, support staff, the counselors, and administration need be made prior to arrival for the proposed visit. Certain procedures must be followed in order to provide for student safety. All visitors must sign in at the office and inform the office staff of the reason for the requested visit on campus.

Parents/guardians are encouraged to visit the classroom and observe their child interacting with his/her class. However, this is to be a scheduled visit as well so the teacher has the opportunity to find a location in the classroom for your comfort. This helps the school to prepare for you and allows you the opportunity to develop a good relationship with your child's teacher.

Parents/guardians must keep in mind that teachers may not always be able to allow you in the classroom as testing and other standardized expectations cannot allow for a breach of the classroom environment. Please also keep in mind that when you do visit in the classroom, this is not a time for you to demand a one-on-one conference with the teacher as he/she is teaching all students from 8:00 a.m. – 4:00 p.m. Your assistance to keeping classroom interruptions to a minimum is greatly appreciated. **If a conference is desired with a teacher, staff member, administration, or the counselor, please call the school during school hours and an appointment will be set for and with you.**

The following protocol has been set to protect your children and other children in the classrooms and in protecting the teachers working with them.

1. All visitors must check into the office prior to entering the classrooms and receive a Visitor's Badge.
2. All visitors must sign out with the office before leaving the school after the visit.
3. Teachers will notify the office of the parent visits at least 24 hours before the meetings are scheduled.
4. No parent will be allowed to enter the classroom without a scheduled appointment during normal school hours.
5. All parents entering a classroom unannounced will be asked to leave in order to maintain a confidential, uninterrupted flow of instruction in the classroom for the students.
6. If there is not appointment, the parent (s) will be encouraged to leave names and phone numbers at the office for the teacher to make contact when he/she has a non-teaching period during the day.
7. Parents who have a meeting with the teacher are encouraged to leave siblings and pets at home for the meeting. This will allow for an uninterrupted conference with the teacher.
8. **If a parent has a complaint or concern with the teacher, he/she must address this concern with the teacher prior to meeting with the principal.** If there has been a meeting and both parties cannot communicate, the principal will be happy to schedule a meeting to further discuss the issues.
9. The principal will make himself/herself available to address parental concerns. **These meetings must be scheduled by parents 24 hours in advance or can be done through email or a written request left with the office.**

## **Non-Custodial Parents**

We recognize the importance of parent/guardian involvement. Some families have more than one household. Non-custodial parents may participate in activities providing permission has been given by the custodial parent and providing there is no court ordered paper work prohibiting the visit. It is imperative the custodial parent/guardian provide the proper documentation to the school concerning non-custodial parents to assist in keeping everyone informed of the child's progress.

Parents are critical to their child's education. Their attitudes about the school will either inspire children to grow and achieve, or will seriously hinder what the school is trying to accomplish. Here are some ways that IICSN needs parental support.

1. **Be a positive role model** – help your child to develop good study habits while supporting the need to study, complete homework, and succeed in class each day. Help your child to also use positive advocacy skills when seeking an answer to a question.
2. **Pay attention to what your child is learning** – talk to your child each day about what he/she is learning at school. Have the child teach you and show you notes, class work, study guides, homework, test scores, progress reports, and much more.
3. **Help your child to take chare of his/her learning each day** – help your child to develop responsibility for learning, organizing himself/herself for school each day, and find out what motivates your child to do well. Reward/praise your child for his/her hard work to keep the forward movement of education going.
4. **Be kind when speaking about your child's teacher or staff member about an incident at school** – angry parents send their anger/frustration forward in speech and deeds. What your child sees/hears from you is what he/she will exhibit in school each day.
5. **Take time to process information heard/ask questions to discover the truth** – sometimes parents do not get all sides of the story about an incident at school. Ask the teacher for answers and seek out the information you need to make an empowered decision.
6. **Be patient** – sometimes things do not happen as quickly as we would like them to. Be patient, positive, and persist until the situation is thoughtfully completed and all information is shared.

## **Emergency Contact Information**

Each student must have current emergency information on file in the school's office. This is the parent/guardian's responsibility to designate responsible individuals to be contacted in case of an emergency. Emergency information should be turned in at enrollment. If any information on the forms changes, it is the responsibility of the parent/guardian to call the office with the new information or to send a written notice to school with the student to present to office staff.