



HILL CLASSICAL MIDDLE SCHOOL

1100 Iroquois Avenue, Long Beach, CA 90815 • (562) 598-7611 Main Office • (562) 598-6329 Fax

Procedures for School & Classroom Visits

Recruitment Visits

Visits during school choice time period (January and February) are scheduled in advance, and all visitors will be accompanied by a staff member. Teachers are notified of these visits by administration, generally at least one or more weeks in advance.

University Visits

Students from the university who are observing in classrooms make these arrangements on a teacher by teacher basis, usually by working through the site principal. Teachers who do not wish to be observed by a university student do not have to agree to participate.

Parent Visits

The only people, excluding district personnel, who have access to a student's classes are his/her parents and/or providers of services according to the student's IEP. Written permission for others to visit a child's class must be kept on file in the office.

All Visits:

- Classroom observations need to be scheduled 24 hours in advance.
- All visitors to the school site must check in with the front office and obtain a Visitor's Pass.
- Observations should be kept to 20 minutes, unless a longer time period has been agreed to by the teacher whose classroom is being observed.
- A staff member may accompany the visitor and takes notes if requested by the teacher, the principal, or the principal's designee.
- Excessive visitations, or those that distract students, disrupt the learning environment, or interfere with school activities will not be allowed.