



Parent/Guardian Classroom Visitation Policy

Date Adopted: September 8th, 2015

POLICY PURPOSE

The purpose of the Lake View High School (LVHS) *Parent/Guardian Classroom Visitation Policy* is to support Parents/Guardians in requests to visit the classrooms of current LVHS students as the legal guardian(s) and to reinforce the importance of supporting the learning environment of LVHS at all times.

POLICY DESCRIPTION

Parents/guardians may request to visit a classroom to observe a current LVHS student, teacher instruction, and his/her learning. NOTE: Only the parent/guardian on file as the legal guardian(s) at LVHS (In the CPS "SIM" System) will be allowed to visit a classroom/course.

Parents/guardians will follow the following expectations in the process of requesting to visit a classroom:

1. Contact the teacher(s) of the classrooms/courses the parent/guardian intends to visit by providing a 48-hour notice of the requested visit date. (The teacher(s) will notify LVHS Administration of the request). If unable to email the teacher, please contact the LVHS Main Office via phone at 773.534.5440. Await contact from LVHS within 24-hours via email or phone confirming the date and time of the requested visit.
2. Arrive to LVHS using the Main Entrance for Visitors to sign in at the Main Office Security Desk on the date of the visit and to receive a "LVHS Visitor Pass."
3. Visit the Main Office first and await support for visiting only the classroom(s) where 48-hour notice was provided and confirmed.
4. When visiting classroom instruction and the school, NO recording(s) at all will be permitted, including but not limited the following prohibited behaviors: recording audio, photo, or video of any student(s), staff, and/or interior space inside the school. Any recording while visiting, taken without prior approval, will result in a removal of the visitor(s) from the school.
5. Please sign out at the Main Office Security Desk before exiting the building and to return the "LVHS Visitor Pass."

Thank you for visiting Lake View High School, Chicago's Premier Neighborhood High School where our mission is to *foster honor, ownership, mastery, and education through learning opportunities for all students in preparation for college, career, and community commitment.*