

New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168



District Office

306 Ash Avenue South
New Richland, MN 56072
(507)465-3206
Fax (507)465-8633
Michael Meihak, Superintendent

Secondary School

306 Ash Avenue South
New Richland, MN 56072
(507)465-3205
Fax (507)465-8633
Grant Berg, Principal

Elementary School

600 School Street
Ellendale, MN 56026
(507)684-3181
Fax (507)684-2108
Craig Kopetzki, Principal

Empowering students with knowledge and skills to succeed

NRHEG Policy 903

Classroom Visit Acknowledgement Form

Parent Name _____

Student Name _____

Classroom/Teacher to be visited _____

Has an in-person meeting taken place prior to the classroom visit? _____

The purpose for the classroom visit: _____

Parent Acknowledgements:

- All visitors must have a visitor badge from the main office.
- Teachers will have a set location for you to sit and observe.
- Teachers may have a Parent Reflection Sheet for visitors to fill out during your visit. Please leave it with the teacher or office staff prior to leaving the building.
- Cell phones may not be used during the classroom visit.
- There is absolutely no videotaping allowed while on school grounds.
- We are asking parents to be "silent observers" while visiting the classroom. This includes with your own child as we do not want to disrupt the natural flow of the class for your child, the teachers, and the rest of the class.
- Please do not engage in conversations during the classroom visit.
- Please do not interact with the teacher or other staff members while they are teaching, during transition, or at any other time during your visit.
- Parents will be escorted to the classroom and the building principal will determine if they will be present during the classroom visit.
- The building principal may require a meeting immediately following the classroom visit.

By signing below, I acknowledge and agree to adhere to these guidelines for visiting a classroom.

Parent Signature

Date

Adopted: 10/16/23

Revised: