

Berean Academy

Visitor, Campus Tour & Classroom Observation Policy

Purpose

Berean Academy is committed to maintaining a safe, secure, and productive learning environment for all students and staff. To protect instructional time while welcoming families and community members, the following guidelines apply to all visitors, campus tours, and classroom observations.

Visitor Policy

All visitors are required to report directly to the school office upon arrival.

Visitors must:

- Present a valid government-issued photo ID if requested.
- Sign in at the front office before entering campus.
- Wear a visitor badge while on campus.
- Sign out before leaving campus.

Visitors are permitted only in approved areas and must be accompanied by a staff member when appropriate.

Parents dropping off lunches, supplies, or other items should leave them in the front office. Classroom interruptions during instructional time are discouraged.

Unauthorized individuals on campus may be asked to leave immediately.

Campus Tours

Berean Academy welcomes prospective families to visit our campus.

Tours:

- Are available by appointment only.
- Must be scheduled through the school office.
- Are typically conducted during designated times to minimize classroom disruption.
- May include visits to classrooms, common areas, and school facilities.

For the privacy and safety of students:

- Photography or video recording during tours is prohibited unless approved by school administration.
 - Visitors may not interact with students during instructional time without staff approval.
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Classroom Observation Policy

Berean Academy values parent involvement and understands that families may wish to observe their child's educational environment. Classroom observations are permitted under the following guidelines:

Scheduling

- Observations must be requested at least **48 hours in advance**.
- Requests should be submitted to the school principal or administration.
- Approval is based on classroom schedules, testing, student privacy, and instructional needs.

Observation Guidelines

Observers agree to:

- Arrive on time and check in through the front office.
- Wear a visitor badge at all times.
- Remain in the designated observation area.
- Observe quietly without interrupting instruction.
- Avoid interacting with students or staff during the observation.
- Silence all electronic devices.
- Refrain from taking photographs, videos, or audio recordings.

- Maintain confidentiality regarding any students observed.

Observations are generally limited to **30–45 minutes** unless otherwise approved by administration.

Teachers will continue instruction as scheduled and are not expected to conference with parents during the observation. Parents wishing to discuss concerns should schedule a separate meeting with the teacher.

Student Privacy

To protect the privacy rights of all students:

- Observers may not discuss other students seen during the observation.
 - Student records, work, and confidential information may not be viewed or photographed.
 - Any violation of student privacy may result in termination of the visit and future visitation restrictions.
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Safety & Security

Berean Academy reserves the right to:

- Deny or reschedule any visit if it would disrupt instruction or compromise campus safety.
 - Restrict access during testing, emergency drills, school events, or other special circumstances.
 - Remove any visitor whose behavior is disruptive, inappropriate, or inconsistent with school expectations.
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Communication with Teachers

Parents are encouraged to communicate regularly with teachers. To preserve instructional time:

- Conferences should be scheduled in advance.
 - Teachers are generally unavailable for unscheduled meetings during instructional hours.
 - Questions or concerns should be directed through the appropriate communication channels.
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Administration Discretion

The school administration reserves the right to modify, approve, deny, or terminate any visitor, tour, or classroom observation request when necessary to protect the safety, privacy, and educational environment of Berean Academy.

Thank you for partnering with Berean Academy in maintaining a safe, respectful, and learning environment for all students.