



CLASSROOM VISITATION POLICY

PLEASE FOLLOW ALL VISITOR POLICIES FOUND BELOW

Thank you for offering to support your student in the classroom as an **Educational Aide**.

We value parent and community involvement at Terra Arts and appreciate your partnership in creating a positive learning environment.

Educational Aide opportunities are available in TK through 8th grade across all drop-off programs.

If your student has been disruptive in any class, we might have requested that you attend as a **Behavior Aide**.

In this role, your goal is to support your student in understanding and meeting classroom expectations.

The following policies apply to all classroom visitors:

Please note: We are not a public or private school; we are a learning center.

Our policies may differ from those you are familiar with.

1. Visitation Approval & Campus Access

- All classroom visits must be requested and approved in advance, in writing.
- Terra Arts is a limited public forum. As such, access to classrooms and campus is restricted and subject to administrative approval.
- All visitors must sign in and out daily and wear a visible visitor badge at all times.
- Visitors may not bring unenrolled children onto campus without prior authorization.
 - Unenrolled children may not participate in classroom activities.

2. Privacy & Safety

- Photography or video recording of staff or students is strictly prohibited without prior authorization.
- Please inform the Director of any relevant student needs. This information will be kept confidential and used only to support your student.
- Non-staff adults may not enter student restrooms. Only a parent or guardian may assist their Kindergarten-aged child in the restroom. Students may not use adult restrooms.

3. Classroom Expectations

- Please sit with your student or in a designated area unless otherwise directed.
- Do not answer questions directed to students or engage the teacher in private conversation during instruction.
- Refrain from talking with students or adults during class time, including phone use.
- Do not complete your student's work, correct it directly, or take materials from them.
- If needed, you may demonstrate an example on a separate sheet of paper for your student to reference.
- Model respectful, attentive, and supportive behavior at all times.

4. Student Participation

- Students are expected to participate in all classroom activities.
- Exceptions may be made in the following situations:
 - A student needs a break due to sensory discomfort (such as sound or smell)
 - A student is unable to participate in physical activity
 - A student opts out of animal dissection (an alternative assignment will be provided when applicable)

5. Disruptions & Conduct

- Visitors are expected to leave the premises once the student is no longer receiving assistance in the classroom.
- Terra Arts is committed to maintaining a safe, secure, and peaceful learning environment.
- If a visitor disrupts classroom instruction or campus operations, they may be asked to stop the behavior or leave campus immediately.
- Failure to comply may result in removal from campus and possible involvement of law enforcement.

We appreciate and support you in your effort to provide an excellent education for all students.

Please communicate with us privately if you have any questions or concerns.

Last Updated 3/24/26

FULL NAME OF PARENT/GUARDIAN (PRINTED): _____ DATE: _____

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____



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IF YOU ARE AN EDUCATIONAL AIDE FOR A STUDENT TODAY, PLEASE FILL OUT THE BELOW

EDUCATIONAL AIDE INFORMATION:

FIRST NAME: _____ LAST NAME: _____

PHONE NUMBER: _____ STUDENT ASSIGNED TO: _____

NOTES (IF APPLICABLE):

FULL NAME OF EDUCATIONAL AIDE (PRINTED): _____ DATE: _____

SIGNATURE OF EDUCATIONAL AIDE: _____ DATE: _____