

T E X A S A D U L T E D U C A T I O N S T A N D A R D S
L E S S O N P L A N

Before you begin

Title: Parental Visits with School Officials

Setting: ESL

NRS Level(s): Level 2: Low Beginning
Level 3: High Beginning

Open entry/exit: Yes

Context: Family

Standard(s): ESL Reading with Understanding

Benchmark(s): 1.2, 1.3

Objective: To learn about school policies for parental visits to child's school.

Materials: Worksheets, paper, and pencils

Estimated time needed to prepare for this lesson plan: 15 minutes

Estimated time needed to complete this lesson plan: 2 hours

The Lesson Plan

Introduce the lesson:

Ask the class what they know about visiting their child's school. For instance, pose the following questions:

- Do you need an appointment?
- Can you go directly to the classroom?
- When can you talk to the teacher?
- How do you make an appointment
- Where are the answers to these questions?

As students brainstorm their responses, point out how necessary it is to be informed on policies and procedures that regulate institutions such as schools.

Teach the lesson:

Explain to the class that most schools have policies regarding visitors (including parents) visiting the classroom while class is in session. Explain that this information can be obtained from the

school's student handbook. Indicate the handbook may be available online or may be obtained by calling their child's school.

Practice the lesson:

Distribute copies of the worksheets (attached) that contain two versions of a school policy regarding parental school visits. Students will individually read the two versions. Working in pairs, students will list new vocabulary and answer the questions at the end of each version. Students should note the differences between the two policies.

Assess the lesson:

Teacher observation and feedback to the students as they work in pairs.

Apply the lesson to the real world:

Students should be able to obtain information from their child's school concerning parental visits.

Submitted by: Ellen Doyal

Version 1

Parental School Visits

Parents are always welcome and encouraged to visit. Please enter the building through the main entrances only. All visitors must first report to the school's front office to sign in and to be given a visitor's badge. Classroom visits shall be permitted only with the principal's approval, with 2 to 4 hours notice.

Parental Conferences

Parents should contact the school in advance to arrange conferences during the school day. At no time should a visitor interrupt a teacher who is in class. It is forbidden for a parent to ask a teacher for a conference at the door of the classroom.

When can parents' visit the school?

When can parents visit the classroom?

Where do parents enter the building?

Can parents go directly to their child's classroom?

What must parents do first when they enter the building?

Who is needs a Visitors Badge?

Who approves classroom visits?

Why must parent's sign in at the office?

How much notice must you give before visiting a classroom?

How can you make an appointment with your school's teacher?

When can you interrupt a teacher in the classroom?

Version 2

Parental School Visits

The school welcomes parents. Visitors must enter the school through the front doors. Please register with the school secretary. Visitors must wear a visitor's badge at all times while in the school building. Classroom visits are permitted by appointment only.

Parental Conferences

Parents shall never contact a teacher in the classroom without an appointment. Appointments can be made by telephoning the office. The secretary will notify the teacher of your request. The teacher will return your call with 48 hours and arrange a time for your visit.

When can parents' visit the school?

When can parents visit the classroom?

Where do parents enter the building?

Can parents go directly to their child's classroom?

What must parents do first when they enter the building?

Who is needs a Visitors Badge?

Who approves classroom visits?

Why must parent's sign in at the office?

How much notice must you give before visiting a classroom?

How can you make an appointment with your school's teacher?

When can you interrupt a teacher in the classroom?
