



NSSED welcomes parents to visit and observe our classrooms. We think it is important, both while you are considering education options and after your child is enrolled in the ELS Program, that you are familiar and comfortable with your child's placement. Here is how to schedule your visit to an ELS classroom:

**Before your visit:**

- First, consider the purpose for your visit. If you can help us understand why you'd like to visit and what you'd like to see, we can help you choose a time and date that will give you the best chance of accomplishing your purpose. We will schedule so that the Program Supervisor is available to join you during the time you're in the classroom. This allows for less interruption of the teacher and instruction as you have a team member on hand for clarification.
- Please contact the Program Supervisor to schedule your visit. We ask that you allow 2 weeks notice for the PS to coordinate schedules. See the attached list for help with names, phone numbers and email addresses.
- As you plan your visit, please remember that our first priority is always the learning environment we're creating for the students. We want our teachers to teach and our students to focus on instruction – we know you want the same for your child.
- We are careful not to schedule visits during the first or last two weeks of the school year, scheduled teacher absences, immediately before and after school breaks and the week preceding or during standardized testing periods.
- Please plan to stay for no more than one hour, including time to collaborate with the teacher following the observation. We will ask you to limit the number of people coming together on a visit, two people is the limit. Please let us know who will be joining you for the observation when you call to schedule your visit. We also ask that siblings or other children not accompany you on your visit, although in special circumstances, we are happy to try to work with you.
- When you schedule your visit, please make sure to provide us with a way to contact you should an emergency arise (school closing, sick teacher).
- Changes from the guidelines described above require review with the ELS Administrator.

**On the day of your visit:**

- Please plan to arrive early enough to park, find the main office, sign in and obtain a visitor's badge. This badge must be worn so that it is visible during your entire visit.
- Please keep in mind that we will not discuss the other children in the classroom with you. Confidentiality rules protect those children just as they protect your child.
- During your visit, the teacher's attention will be on the children in the class. If you have questions for the classroom teacher, he or she may talk with you after your visit has concluded at his/her discretion. We will make every effort to schedule a time with the teacher immediately following your observation to discuss these questions.
- At the conclusion of your visit, you will need to sign out in the main office before you leave the school building.
- Please remember that our teachers must respond to meet the needs of their students. Occasionally, unforeseen circumstances dictate that they may ask visitors to leave before their visit is completed. We appreciate your gracious response to such a request-again; our children are our first priority.

We look forward to seeing you in our classrooms. Questions? Please contact ELS Staff.

**ELS Administrator and Program Supervisor Contact Information**

**ELS PROGRAM ADMINISTRATOR**                      847-831-5100 x2494      [dcarter@nssed.org](mailto:dcarter@nssed.org)  
**Danielle Carter**

**ELS PROGRAM SUPERVISORS**

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Deerfield High School  
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