

VISITATION FORM
For Schools and Teachers

LOGOS SCHOOL
A Classical and Christ-centered Education
110 BAKER ST., MOSCOW, IDAHO, 83843
Phone: 208-882-1226 / mainoffice@logosschool.com

Logos School receives a relatively large number of requests from people who would like to visit the school and learn more about our program. This form is designed to facilitate those requests. We will also work within the school calendar and daily class schedules to accommodate requests as often as possible.

Please provide the following requested information and read the guidelines below. Return this form to the school office *at least one week prior* to your visit.

Visitor name(s): _____

Home phone number: _____ Cell: _____ Email: _____

Address: _____

Reason for visit (check):
Observing from another school
Part of potential start-up school
Potential staff applicant
Other (explain) _____

(Please note: We give visitation priority to potential Logos parents, then New St. Andrews students, and then other visitors, e.g. those interested in starting a classical school, etc.)

Date(s) you would like to visit: _____
(We will contact you if there is a conflict or problem with any date.)

Classes/grades you would like to observe (please be specific); _____

(Please only visit classes included above - we try to give all the teachers advance notice. We will use our discretion to limit how much or often a class or teacher is observed. In elementary, we limit visits to a maximum of one half-day per week.) Would like to meet with:

| | |
|--|---------------|
| Matt Whitling Superintendent | Grades _____ |
| Loren Euhus, Asst. Superintendent | Classes _____ |
| Walter Wiggins, Secondary Principal | _____ |
| Jim Becker, Upper Elem. Principal | |
| Kalen Brockwalder, Lower Elem. Principal | |

VISITING GUIDELINES: We respectfully request that our visitors comply with the following guidelines to ensure that everyone benefits from the visit:

1. Do not distract or speak to a teacher who is teaching or otherwise preoccupied. You are welcome to quietly observe a class and then see if a time can be mutually arranged to talk to the teacher or staff member. Please do not speak to another adult during class.
2. Respect the class materials, papers, books, etc. and do not handle them without the teacher's permission.
3. Check with the appropriate principal before seeking an interview with a student. Remember, they are students and have classes to attend.
4. Do not have more than one observer at any time in a class; more than that can be distracting to the class. However, potential students may observe with their parents. Very young children can be a distraction so we ask that they not be in the classrooms.
5. We do not allow videoing or pictures in our classrooms due to privacy issues of our students and teachers/staff.

I have read and will comply with these guidelines: (Signature) _____

Thank you for your interest in Logos School!