

Visitation Day Program

Seize the Opportunity to Visit Another Teacher's Classroom

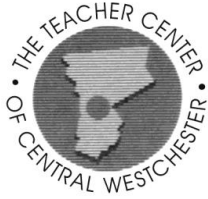
Teachers need to witness effective teaching strategies in action, see classroom practice at its best and grow as other professionals. Teachers experience a profession of isolationism. They read and attend workshops about new teaching strategies, but are not able to directly observe these in a concrete fashion as other professionals. How many of us would welcome the occasion of being in another teacher's classroom for an extended period of time?

Now is the time for you to seize the opportunity to visit another teacher's classroom either within your district or in a neighboring school. This is the chance to observe first-hand the integration of technology, the use of math manipulatives, the Common Core in action, or perhaps a successful model of inclusion.

This program is at no cost to your district. If you are a teacher from one of the consortium districts and interested in visiting another teacher's classroom, either within the Teacher Center's consortium or at a non-member district, the Teacher Center will sponsor your visitation day by paying for your substitute. Participation in this program is limited; therefore, send your request as soon as possible.

To participate in the Visitation Day Program, you need to do the following:

1. Follow the standard procedures in your district to attend any staff development activity and gain approval from your building principal to participate.
2. Identify the teacher you wish to visit. Contact that individual and make your request.
3. Ask this individual to notify and gain approval from their respective building principal.
4. Establish a convenient day for the visitation. Your arrival time and the amount of time you will be spending needs to be agreed upon (half-day or full-day.)
5. Provide information to the Teacher Center about the class you will visit and the reason for this visit using the attached form.
6. Follow district procedures to make sure a substitute has been scheduled for your class.
7. Send this completed form to the Teacher Center 15 working days prior to your scheduled visit.
8. Notify the Teacher Center after your visitation day, so that the Center can send your district a check for your substitute that day.
9. Complete an evaluation form about the day of your visit. These forms will be sent to you after your scheduled day.



THE TEACHER CENTER OF CENTRAL WESTCHESTER

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Visitation Day Application Form
(For consortium members only)
Applicant Information Sheet

The teacher applying below assumes responsibility for the preparation and submission of this application.

Name of Requesting Teacher:

Grade/Subject Taught:

School:

District:

Principal's Name:

Principal's Signature:

Date:

Name of Teacher You Wish to Visit:

(May be a Teacher from any district)

Grade/Subject Taught:

School:

District:

(Circle one) I Will Spend a :

Full Day

Half Day (a.m. or p.m.)

Date of Proposed Visitation:

Why have you selected this particular teacher and classroom?

What do you anticipate that you will observe?

How did you learn about this teacher?

What needs do you have that might be specifically addressed through this visitation? (Use reverse side of form if necessary)

Signature of requesting teacher:

Date:

