

School Visit Guidelines for Concord Consortium Staff and Consultants:

Concord Consortium staff and consultants are often required to visit schools as part of a project's educational research. Staff and consultants must understand that the Concord Consortium's continued success depends on an excellent reputation with all of its participating schools at all times. As such, we need to set a high bar for interactions between staff, consultants, school personnel and, most importantly, students.

Please note that each school has its own policy for visitors. For instance, such policies often require that visitors sign in and out at the front office. Advance notice of visits is sometimes required. It is your responsibility to know and follow the school policy.

In addition, there are standards of behavior and dress we expect staff and consultants to follow.

Remember that you are viewed as an ambassador for the Concord Consortium by those you encounter. Dress and grooming should be professional and consistent with dress code for students and school employees. As part of your role as ambassador, you should also be prepared to represent the organization and its ideas. This includes having business cards or copies of the @Concord newsletter available and being equipped to speak about the project and the Concord Consortium to teachers, parents, or administrators.

Your role as ambassador also extends to supplying proper identification of your connection to the Concord Consortium. Nametags identify this connection and provide a message about the organization to people who are unfamiliar with it. School nametags are often required; additionally, however, official Concord Consortium name badges provide an opportunity to underscore this connection and reinforce organizational branding. Examples of these badges for staff and consultants will be made available for use. Please wear such a tag in addition to any name tag required by the school whenever practical.

Respecting societal and school norms is important during interactions in schools. During classroom visits, another adult – preferably a member of the school personnel – should be present at all times when you are in classrooms with students. Students should never be touched. If a student needs help with audio or video equipment or any probe or sensor that might be touching his or her clothing or person, please ask the student to perform the adjustment him or herself or seek out a teacher or other school personnel to assist the student. Inappropriate language should not be used at any time during school visits.

Make sure all permission forms are signed before any photographing, video, or audio taping. Please see the Concord Consortium Intranet or contact finance and administration for consent forms.