



*Section: Programs*

*Title: Guidelines for Classroom Visitations*

*Adopted: November 18, 2008*

*Revised:*

## *122. Guidelines for Classroom Visitation*

### *I. Statement of Purpose*

*The purpose of this policy is to establish rules and conduct expectations for parents' and guardians' ("parents") access to their child's assigned or recommended classrooms and educational program delivery sites ("class"). The policy is intended to balance parents' reasonable access with the rights of students and educators to a proper learning environment.*

*At all times, District staff have the right to take reasonable actions to preserve and protect a proper learning environment, including causing any visitor to be removed from District property.*

### *II. Applicability*

*1. A parent or a person designated by a parent, may visit a class when (a) the District has specifically recommended that class for their child; (b) the District has assigned the child to that class; or (c) the child is currently placed in that class.*

*2. This policy applies to observations and formal assessment of the student and classes. It does not apply to (i) any school-wide or classroom activities or extracurricular activities open by invitation to all parents, parent volunteers, or chaperones, or that are open to the community in general; or (ii) participation by invitation in meetings with professional staff.*

### *III. Scheduling - Advance Notice*

*Parents must arrange class visits at least five (5) school days in advance with the principal of the building where the class is located and, in the case of a special education or gifted program or service, with the responsible Supervisor of Special Education or Gifted Education. Parents must state the reason for the visit in the request. Nothing in this policy shall require the District to permit a visit on less than five school days notice, unless required to do so by law, regulation or order.*

#### **IV. Scheduling - Time**

- 1. Visits are not to exceed one (1) hour of silent observation, unless, upon good cause with prior agreement of the principal or director.**
- 2. For good cause, or to comply with law, the District may waive any time line or condition established in this policy.**
- 3. The District may limit visits in any manner, for reasons such as but not limited to: the type and intensity of planned instruction or activities; the susceptibility of individual students to the disruption known or likely to be caused by the visit; the stated purpose of the visit; the number of adults the visit will place in the room at the same time; and the total amount of traffic in the classroom at or near the time of the visit.**

#### **V. Conditions of Visitations**

- 1. Visitors shall consist of not more than two (2) adults, consisting of any combination of parents, grandparents, or surrogate parent, or one (1) parent and one (1) parent designee, at any one time.**
- 2. Parents must identify in writing the name, address, and telephone number, and must sign a release permitting the disclosure of personally-identifiable information to any parent designee accompanying parent.**
- 3. A District-designated staff member may accompany any visitor.**
- 4. Visitors shall refrain from conversation and from interaction with children and staff during the visit and are subject to all school rules, including dress code, during the course of the visit.**
- 5. The District staff member accompanying a visitor or the staff member responsible for the classroom or program may, in his or her sole discretion, terminate a visit at any time if, in that person's judgment, the visit is significantly disrupting children, staff, or the learning process, or becomes a threat to the health, safety, or welfare of children or staff.**
- 6. Visitors shall comply with the District staff member directives.**
- 7. Questions or concerns about a visit or about anything observed during a visit must be addressed to the accompanying District staff member, or, by appointment, to the staff member responsible for the class, before or after the visit and outside the presence of children or working staff members.**
- 8. District staff shall not share with any visitor personally-identifiable information concerning any students other than the student who is the subject of the observation.**
- 9. Video and audio recording and photography or renderings are not permitted.**

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