

Visitors in the Schools

Parent/Guardian Requests to Visit Schools

Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having visitors frequently observe the classroom and place demands on teacher time. The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

Parent(s)/Guardians(s) may visit their child's classes on school days, subject to the approval of school administration and the following guidelines. The Administration adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardians(s) visitations are subject to the approval of the school principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request in writing to the principal no later than two days prior to the date of the visit. The principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. Visitors are required to check in at the school office prior to the start of the class that they wish to observe and to follow individual school procedures for visitor sign-in, passes, escorts, etc.
4. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher. Visitors should arrive before the start of class and stay until the class is dismissed.
5. Except on special open house or visitation days arranged by the Superintendent, no more than two visitors shall be permitted in a classroom on any given day.
6. To protect the privacy of other students, the parent(s)/guardian(s) of a student are limited to two classroom visits per marking period, and agree to keep any information gained on the behavior or performance of other students strictly confidential.
7. Visitation shall not be allowed during tests or other student examination/evaluation.
8. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parent(s)/guardian(s) are to refrain from using classroom observations for impromptu parent/guardian-teacher conferences

either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish(es) to discuss their child's educational progress. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parent(s)/guardian(s).

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

The Superintendent shall ensure that the provisions of this rule are published in the appropriate handbook(s) and that copies are provided to visitors.

Requests to bring other visitors to school must be submitted to the principal.