

## **CLASSROOM VISITATION**

### **Background**

The Mt. Lebanon School Board recognizes the right of parents to have reasonable access to their child's classrooms for the purposes of observing their child in the school environment. The Board strongly believes that this right should be balanced with the need for District teachers and administrators to perform their duties with as little disruption as possible.

### **Objectives**

The purpose of this policy is to set forth a procedure for parents to request access to their child's classrooms for the purpose of observing their child in the school environment. This policy also establishes rules that must be followed by classroom visitors in order to minimize any disruption to the educational process.

### **Policy**

In the absence of a court order denying unsupervised visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their child's classes. All requests for classroom visitation shall be made in writing and must be submitted to the principal of the building in which the child's classes are located at least three school days prior to the requested date of the classroom visit. The principal will consult with the teacher(s) involved and may grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the principal if the principal determines that the visit would result in disruption to the learning process. The District reserves the right to determine when the visitation will be scheduled based upon the best interests of the District and its students. The District also reserves the right to cancel a visit in the event of an unforeseen circumstance. The principal or another administrator designated by the principal shall be present during all classroom visitations.

No more than two people shall be permitted to visit the child's classroom(s) during any one visit. A parent or guardian may designate an advocate or other professional to observe the child's classroom. Any parent seeking to allow a non-parent visitor to observe the student shall notify the District of that request and shall identify any non-parent visitor at least three school days prior to the requested date of the visit.

In the event that the District has made a recommendation that a child be transferred to another classroom, the child's parent and/or a non-parent advocate or professional shall be permitted to observe the other classroom prior to the transfer.

All visitors to the classroom must agree to follow the rules set forth herein:

1. *Time.* The maximum length of visitation shall be two hours. At his/her discretion, the principal may grant an extension of time for a visit if the circumstances warrant.
2. *Number of visits per year.* Classroom visitation shall be limited to one visit per semester for each child unless the principal, at his/her discretion, determines that more frequent classroom visits are in the best interests of the student.
3. *Interaction with teacher or students.* Visitors to the classroom shall have no interaction during class with the teacher or with any students, including the child who is being observed. It is vital that teachers are able to provide instruction to their students without disruption. The teacher or principal shall have the right to terminate any classroom visit in the event that the teacher or the principal determines that the visit has become disruptive to the educational process.
4. *Non-parent professional visitors.* If an advocate or other non-parent professional makes a classroom visit, that professional shall meet with District personnel after the visit in order to discuss the professional's observations. Additionally, a copy of any notes or reports generated from the advocate's/professional's observations (not otherwise privileged by law) shall be provided to the District.
5. *Confidentiality.* All visitors, whether parents, guardians or non-parent professionals, must maintain the confidentiality of any information that they learn or observe during a classroom visitation that relates to any other students, including but not limited to the identity of other students in the class.

Any person who visits the school pursuant to this policy shall also be subject to the Policy KK ("Visitors to the Schools") and any related Administrative Procedures developed by the District.

#### Administration Responsibilities

It is the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation or enforcement where necessary.

#### Communication

This policy shall be communicated to:

1. The Mt. Lebanon community
2. District Staff

Adopted September 21, 2009  
Revised March 19, 2018