

TRINITY AREA SCHOOL DISTRICT

GUIDELINES FOR PARENT CLASSROOM VISITATION

The Trinity Area School District administration and staff have established guidelines for addressing parental requests to visit and observe a classroom. These guidelines were developed to provide district administration, staff and parents with an opportunity to meet, discuss, and hopefully, resolve any concerns a parent may have about their child's progress in school. Every effort should be made to resolve concerns before a classroom visitation is granted in order to provide all children with the least disruptive environment in a classroom.

PROCEDURE:

1. Parent requests a classroom visitation through the building principal
2. Pre-conference with the Principal, Teacher and Parent is scheduled
 - Establish rationale- objective must be clear and concise as to the reason for the visit
The Parent must place the reason for their request in writing on the attached form. If the request is unreasonable, the visitation may be denied.
 - Attempt to solve the problem at the pre-conference
 - Discuss confidentiality (extremely important)
 - Discuss length of visit: not to exceed two (2) hours
 - One visitation per family
 - Give 48 hours prior notice to the teacher
 - Discuss the expectations about the role of the parent during the visit
3. Visitation- up to two (2) hours
 - Administration may be included as per teacher or parent request
 - Copies of any notes taken by parent must be shared with the principal
4. Post-conference: Principal, Teacher and Parent
 - Review classroom visitation
 - Statement of findings reduced to writing on the attached form
 - Principal, Teacher and Parent must complete the conclusions and possible solutions on the attached form.
 - If parent is not satisfied, s/he may complete the public/parent concern resolution form

Bjt classroom visitation form 3/16/09