

*Classroom Visits and School Building Tours*

Parents and guardians of children registered in District schools may request permission to visit the school building and classrooms attended by the child. Due to the limitations of administrative resources, parents and guardians who have no children attending District schools will not be permitted to tour the school building or classrooms absent extraordinary circumstances as determined by the Superintendent or designee.

Classroom visits and school building tours should be limited both in terms of frequency and duration. Classroom visits may occur no more than once per class per marking period. Requests for school building tours may not be granted more than once per school year. Classroom events in which the teacher or school invites parents and guardians to attend do not apply to this Policy.

Requests for classroom visits and school building tours must be directed to the building principal in writing in advance of the visit. Each request must provide the name of the visitor, the purpose of the visit, and the proposed date, time, and duration of the visit.

The building principal or designee shall discuss the request and purpose of the visit with the requesting individual to establish the individual's role during the visit, emphasizing the need to avoid disruption to the educational program. Discussing the performance or behavior of specific children, other than the visitor's own child, is prohibited. The building principal or designee shall schedule the visit with the classroom teacher or staff members involved. The final determination on the arrangements for the visit will be made by the principal or designee. No request will be granted that would disrupt the educational program.

The principal or designee may accompany any visitor during the visit and will address any questions or concerns following the visit.

Classroom visitors and school building tours should respect the educational process by refraining from interacting with the teacher, other District staff or students in the school building and classroom during the visit. Anyone who does not comply with this expectation will be asked to leave school property.

Building principals may establish additional procedures to supplement this Policy. Any such procedures should be publicized through student handbooks or other forms of school-to-home communication.

Adopted: September 25, 1972

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Tredyffrin/Easttown School District