

**Administrative Procedures for Policy #8105 (Community)
Regarding School Visitations**

I. Definitions

- A. Guardian – a legal guardian of a student in Calvert County Public Schools who is appointed by the court
- B. Parent – the parent of a student in Calvert County Public Schools
- C. Parent surrogate – a person appointed by the local school system Superintendent to act in place of a parent of a child in the education decision making process.
- D. Private providers - a person representing an agency or organization that is in no way connected to the school system.
- E. Trespass – a wrongful interference with the possession of property (personal property as well as realty)

II. Guidelines

A. General Visitor Expectations

- 1. The Board of Education encourages the active interest of parents and citizens in their public schools and encourages visitation. Parents/guardians and concerned citizens are encouraged to come to their child's school during normal operating hours.
- 2. Visitors must report to the building office, sign-in using the electronic monitoring process, and provide proper identification before proceeding to their destination in the building even if prior approval for the visit has been given.
- 3. Visitors must follow all emergency protocols (e.g., evacuations, lockdown, etc.).
- 4. School administrators have the authority to limit, deny, or terminate a visit/observation if safety, disruption, confidentiality, or school operations are affected.
- 5. The school may assign an escort when appropriate.

B. Scheduling and Approval of Visits or Observations

- 1. Written requests must be submitted to the principal before the visit, unless the visit is part of American Education Week or another designated program or activity.
- 2. The principal consults with the teacher or appropriate staff member.

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3. The principal considers:
 - a. Purpose of the observation
 - b. Duration
 - c. Classroom activities planned
 - d. Number of previous observations
 - e. Needs of students in that class
 - f. Impact on instruction, safety, confidentiality, and school operations

C. Parent/Guardian Classroom Observations

1. Classroom observations help parents and guardians better understand the instructional process by observing teaching and learning activities.
2. Observations are limited to 45 minutes per visit.
3. Parents/guardians should not communicate with students or adults during the observation.
4. Cell phones must be turned off.
5. Audio, video, or photography is not permitted.
6. Younger siblings should not attend classroom observations.
7. Principals may schedule visits during American Education Week or other designated times.

D. Parent-Teacher Conferences and Student Conferences

1. Parent-teacher conferences are encouraged. Such conferences may be requested by either the parent/guardian or the teacher.
2. Teachers cannot stop instruction to confer with parents/guardians or visitors during a classroom visit or unscheduled visit.
3. Conferences should be scheduled during teacher planning time or before/after school.
4. Only visitors who are the parent, guardian or parent surrogate of a student may confer with a student in school and only with the prior permission of the building principal. Exceptions to this policy will be granted in emergency situations and in the case of military recruiters, college recruiters, etc. where advance arrangements are made with the building principal.
5. Visits or conferences with students during the school day result in the interruption of the overall educational process and are generally discouraged, except in emergency or unusual circumstances.

E. Special Education Program or Placement Visits

1. Following the conclusion of an Individualized Education Program (IEP) meeting in which a CCPS regional program was determined by the IEP team as the

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appropriate placement for the student, a parent or guardian may request to visit the placement in order to support informed decision-making.

2. Requests should be considered in a timely manner and scheduled in collaboration with the parent/guardian and school-based administrator.
3. Observations of special education classrooms or programs shall be conducted in a manner that minimizes disruption to instruction and protects the confidentiality of all students.
4. An administrator, designee, or Department of Special Education staff member may be present during the observation.
5. Requests connected to mediation, due process, legal proceedings, IDEA, Section 504, or COMAR will be handled according to applicable law and regulation.
6. Nothing in this procedure is intended to limit or conflict with the procedural safeguards and rights afforded to parents/guardians under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, or applicable provisions of COMAR.

F. Community, Other Educators and Agency Representatives

1. CCPS encourages visitations by private providers to observe the educational process in schools; however, CCPS must ensure minimal interruption of the learning environment of students and protect the rights, safety, and welfare of students and staff. Since schools are a place of work and learning, certain limits must be set for private provider visitations.
 - a. Each visitation must be arranged two days in advance with the principal so that class disruption may be kept to a minimum.
 - b. The private provider and principal must work out a visitation schedule that is limited to no more than two visits per quarter, 45 minutes per visit, and most appropriately aligns with the total school operation.
 - c. Principal must have a signed release from the parent of the student being observed authorizing the number of visits agreed upon, record reviews, and discussion with staff.
 - d. Private providers may be accompanied by a building administrator, designee or a Central Office staff member.
 - e. The private provider will not evaluate the teacher; however, collaboration between the teacher and private provider is encouraged.

G. Recording, Photography, and Confidentiality

1. Visitors shall not photograph, videotape, audio record, or record conversations without prior approval by the Superintendent.
2. Visitors must protect the confidentiality of all students and staff.

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3. Restrictions apply during classroom visits, observations, conferences, and other school visits.

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