

LINE MOUNTAIN SCHOOL DISTRICT

SECTION: Programs

TITLE: Classroom and Program Site
Visitations

ADOPTED: March 6, 2018

REVISED:

Classroom and Program Site Visitations

Purpose

The Line Mountain School District encourages parents and guardians to make informed decisions about the programs and services recommended for, or to which the District has assigned their children. It also encourages parents and guardians who may potentially enroll their children in Line Mountain Schools to make informed decisions as well. Informed decision-making can involve visiting a recommended or assigned classroom or program site. The District also encourages parents to become involved in the ongoing education and development of their children and recognizes that occasional classroom or program site visits can promote effective parental involvement. The interest that parents and guardians often have in visiting classrooms and program sites must, however, be weighed against the disruption and distraction that often accompanies such visitations. Many children require a high level of consistency and predictability and low levels of visual and auditory distraction to learn and develop. The purpose of this policy is to establish rules that recognize the need of parents and guardians to inform their decisions about the education of their children without compromising unnecessarily the rights of other children to a stable, safe, and disruption-free learning environment.

Guidelines

Classrooms and Program Sites That are Subject to Visitation

A parent or guardian, or a person with appropriate professional expertise designated by a parent or guardian, may visit a classroom or program site when (a) the District has specifically recommended that classroom or program for their child; (b) the District has assigned the child to that classroom or program; or (c) the child is currently placed in that classroom or program; or (d) the child could potentially be registered at Line Mountain.

Scheduling-Advance Notice

Parents or guardians must arrange visitations at least two (2) school days in advance with the principal of the building in which the classroom or program is located or in the case of a special education program or service, with the responsible administrator for special education or gifted education. The parent or guardian must state the reason for the visitation. Nothing in these guidelines shall require the District to schedule a visitation within two (2) days of receipt of a request unless it is required to do so by law, regulation, or order.

Scheduling-Time

The following shall apply to the timing of visitations, other than visitations that are by teacher invitation as part of a planned parent activity:

1. Visits shall not exceed one (1) hour of silent observation in areas in which children are receiving instruction or are participating in activities.
2. The total number of visits to any one classroom or program site shall not exceed two (2) for any one child during any twelve-month period.
3. Timing of visits shall be determined by the District, in its sole discretion, depending on such factors as the type and intensity of planned instruction or activities, the susceptibility of individual students to the disruption known or likely to be caused by the visit, the stated purpose of the visit, the number of adults the visit will place in the room at the same time, and the total amount of traffic in the classroom at or near the time of the visit.
4. An exception may be approved by the Superintendent or designee.

Conditions of Visitations

The following conditions shall be observed for all visits:

1. Visitors shall consist of not more than two (2) parents, legal guardians, grandparents, or surrogate parents, or one (1) appropriately-qualified professional designated by the parents, at any one time.
2. Parents or guardians must identify in writing the name, address, telephone number, and professional credentials of, and must sign a release permitting the disclosure of personally-identifiable information to, any appropriately-qualified professional that they have designated to visit the classroom or program site of their child.

3. A district staff member other than the teacher, assistant teacher, or related services providers working with the child may accompany the visitor.
4. Visitors shall refrain from conversation and from interaction with children or staff during the period of classroom or program observation.
5. The principal or the staff member responsible for the classroom or program may, in his or her sole discretion, terminate a visit at any time if, in the judgment of that principal or staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff.
6. During the visit, all visitors shall remain in such locations within the classroom or program site as are designated by the principal or the staff member responsible for the classroom.
7. Questions or concerns about a visit or about anything observed during a visit must be addressed to the principal or, by appointment, to the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members.
8. District staff shall not share with any visitor personally-identifiable information concerning any students other than the student who is the subject of the observation.
9. In response to extraordinary circumstances, or to comply with the requirements of law, regulation or order, the District may waive any time line or condition established in these guidelines. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions, of these guidelines.