



Excelsior Charter Schools  
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## CLASSROOM VISITATION PROCEDURES

### (Observation of Instructional Program by Parents)

**Who May Visit:** The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers. All visitors must check in at the front desk and wear a visitor badge indicating the class they will be observing.

**Scheduling:** Visits shall be scheduled by the site administrator or designee for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

**Frequency and Duration:** To minimize interruptions and distractions during valuable classroom instructional time, parental classroom observations will be limited. Parental classroom observations will not be scheduled during assessment and testing periods.

**Parental Conduct During Classroom Visitation:** Parents may enter and exit the classroom only once during each visit. Parents shall remain in the area designated by the classroom teacher for visitors and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints from the observation may be addressed directly to the classroom teacher by scheduling a parent/teacher conference. If the teacher is unable to address parent concerns than a meeting can be scheduled with the school site administrator.

**Violation of Classroom Visitation Rules:** A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling the offending parent privately. If this form of correction is not effective, the Principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days.

When a parent has been precluded by the Principal from visiting his/her child's classroom, the parent may appeal the decision to the District's Assistant Superintendent in charge of Educational Services who will investigate and consider the matter in a timely fashion.

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