

**PARENT CLASSROOM VISITS TO OBSERVE CHILD**

On occasion parents/guardians may be interested in observing their child(ren) at school. In an effort to minimize disruptions for students, teachers, and related services providers, and to protect instructional or planning time, parents/guardians wishing to observe their child(ren) in school are to follow the following guidelines:

1. In order to observe during school hours, parents/guardians should submit a written request to the building principal at least 48 hours prior to a planned visitation. Visiting parents/guardians must wear visitor badges. (MVSBS Policy KI)
2. The principal will contact the teacher (or the individual who is providing instruction or supervising the student) as a courtesy and for coordination/scheduling purposes. The principal or designee will respond to the parent making the request and confirm the scheduled visitation.
3. Visits to classrooms or other instructional areas are limited to 60 minutes.
4. Parents/guardians are reminded that classroom visits during instructional time should not interfere with teaching/learning process.
5. Classroom visitations are not to be used for parent-teacher conferences or conversations.
6. Food and drink are prohibited during classroom visits, as are smoking (and all other consumption/uses of tobacco products), controlled substances, drugs, alcohol, and weapons. (See RSA s: 126 - K-7; 159; 193 B-2)
7. Cell phones and pagers are to be turned off while in the school.

ADOPTION: December 13, 2001