

**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. 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.
  - 1. Parents/guardians, visitors and private providers, including volunteers, are asked to report to the building office to 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.
- B. Teachers cannot stop teaching to confer with parents/guardians or any visitor during a classroom visitation or when parents/guardians, visitors stop in without an appointment. A telephone conference or meeting can be arranged for a time convenient for the teacher following the observation to exchange ideas about effective teaching strategies for the student.
  - 1. Parent-teacher conferences are encouraged. Such conferences may be requested by either the parent/guardian or the teacher and should be scheduled during the teacher’s preparation time or before or after school.
- C. Classroom observations by parents and guardians are a valuable practice. It is believed that parents can gain a better sense of the instructional process by observing teaching and learning activities. Parents are asked to refrain from communicating with the students or adults in the classroom. In order to protect the privacy of other students and in order to maintain a proper learning environment, parents/guardians and other visitors may not use any audio or visual recording devices at any time during the visitation and must turn off all cell phones.

1. Classroom observations are to be limited to 45 minutes per visit.  
Parents/guardians are asked to find alternative arrangements for younger siblings outside of the school during the time of the observation.
2. Observation may be approved when the following have occurred:
  - a. A written request to visit has been submitted to the principal prior to the visit and is subsequently approved by the principal. When there are scheduled classroom visits during American Education Week or other specifically designated programs, individual requests will not be required.
  - b. The principal has consulted with the teacher.
3. The principal will consider the following factors upon receipt of a request for a classroom observation:
  - a. The purpose of the observation
  - b. The duration of the observation
  - c. The classroom activities planned during the observation
  - d. The number of previous observations of that particular class
  - e. The needs of the children in that class.

D. Following the conclusion of an Individualized Education Program (IEP) meeting in which a CCPS regional program was determined by the IEP team as the appropriate placement for the student, a parent or guardian may request to visit the placement. An administrator or a member of the Department of Special Education may accompany the parent in order to provide the parent explanations regarding the instructional activities that were conducted in the classroom. The purpose of this procedure is to ensure that the learning of the students in regional special education classrooms is not interrupted frequently.

1. When a parent or guardian is involved in a special education hearing or other litigation with the district, a teacher or other staff at the time of a requested observation, an administrator and/or a member of the Department of Special Education will observe the class with the parent if permission to visit is granted.
2. Principals are encouraged to schedule parent/guardian classroom visits during American Education Week and other specially designated times.
3. The school may arrange for an escort for the visitor.

E. Community, Other Educators and Agency Representatives

1. Calvert County Public Schools (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. 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.
- b. Each visitation must be arranged two days in advance with the principal so that class disruption may be kept to a minimum.
- 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 member of the Department of Special Education.
- e. The private provider will not evaluate the teacher; however, collaboration between the teacher and private provider is encouraged.

F. Additional Considerations

1. 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. 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.
2. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and the Superintendent.