

## **Classroom Visitation and Observation of Instructional Program Policy**

### **Approved 5.11.15**

In addition to encouraging parent volunteering in a variety of educational activities, Sebastopol Charter welcomes parents/guardians and interested members of the community to visit the Charter School and observe the educational program, while also endeavoring to create a safe and productive environment for students and staff. The intent of this policy is to provide for a balance between the reasonable rights of parents/guardians to observe the classroom environment and student educational program, and the need for the educational atmosphere to be safe, orderly, consistent, and comfortable for all students and staff. California Education Code sections 44810, 44811, 49091.10(b), 51100, 51101.

#### **Classroom Observation for Parents and Legal Guardians:**

Parents/legal guardians are entitled by law to the reasonable accommodation of their right to observe the classroom or classrooms in which their child is enrolled. To ensure that parents/legal guardians are able to observe the classroom(s) in which their child is enrolled, ensure the safety of pupils and school personnel and to prevent the undue interference with instruction or harassment of school personnel, the Charter School has established the following procedures:

1. The Charter School understands that under ordinary circumstances, it is a reasonable accommodation for a parent/guardian to observe his/her child's classroom(s) up to three times each academic year for up to forty-five minutes per visit. In light of the fact that there are varied reasons that a parent/guardian may want to observe his/her child in the classroom setting, observations in addition to those specified above may be agreed upon in writing by the teacher and/or Executive Director in furtherance of supporting the child's social or academic growth and to best achieve the purposes of the observation.
2. Parents/legal guardians should request in writing to the classroom teacher a date and time to visit, preferably at least three days prior to the desired appointment. The classroom teacher and parent will agree in writing on a date and time convenient to both the parent and the teacher. The agreed-upon date shall be within a reasonable time frame following the initial parent/guardian request.
3. If the teacher prefers, s/he may require parents/guardians to make the request for the classroom observation through the Executive Director.
4. During the observation, parents/guardians are expected to observe quietly from the back of the room, keeping disturbances and interactions with students to a minimum, unless the interaction is requested or initiated by the classroom teacher. Parents/guardians may not make sound or video recordings or take photographs in a classroom without the written permission of the Executive Director. Conversations with the teacher about the observations should be scheduled following the visit; parents must not interrupt the teacher's regular classroom duties in order to discuss their observations.
5. If at any time during the observation, the teacher requests the parent/guardian to leave the classroom, the parent/guardian will do so immediately and without discussion. The observation may be rescheduled, following a meeting with the Executive Director counseling the parent on appropriate classroom behavior.

#### **Classroom Visitation for Interested Members of the Community:**

To ensure the safety of students and staff, as well as to minimize interruption of the instructional program, the Charter School provides opportunities for interested members of the community to visit classrooms and observe the instructional program through regularly scheduled school tours, or, in exceptional circumstances, on special arrangement with the Executive Director.

#### **Classroom Visitation for Independent Educational Evaluators**

Refer to the Independent Educational Evaluation Guidelines for policy and procedure regarding classroom visitation and student observation for Independent Educational Evaluators.