



## **MCISD Classroom Visitation Procedures by Parents and/or Guardians**

Parents and/ or guardians are welcome in their child's classroom; however, classroom visitations can be distracting to students. Additionally, FERPA (Federal Educational Rights and Privacy Act (20 USC § 1232g, et seq) requires we take steps to ensure students' individual privacy and confidentiality in the classroom. As a result, the following guidelines have been established for visits to MCISD classrooms either in the Local Based Special Education classrooms, MoCI classrooms, Early Childhood Classrooms, Youth Center or Educational/Transition Center classrooms:

- Parents and/or guardians who wish to observe learning activities taking place in their child's classroom or who wish to observe learning activities in other MCISD classrooms for the purposes of considering their child's placement, are to confer, in advance, with the supervisor and the teacher about the purpose of the visitation.
- Visitations will not be allowed during examinations and independent study periods or at any time deemed disruptive by the supervisor.
- Visitations and approval of the visitation by the teacher and supervisor must be scheduled at least two (2) school days in advance of the visit using the MCISD Classroom Visitation Request Form.
- Parents and/or guardians shall be accompanied by a MCISD staff member.
- Visitations should be no longer than 30 minutes or one class period unless prior approval is granted by the supervisor and teacher.
- The number of separate sets of parents and/or guardians visiting any one classroom at any one (1) time should not exceed two (2) sets parents and/or guardians, unless prior approval is granted by the supervisor and teacher.

- Parents and/or guardians are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- Copies of instructional materials being used by the students or teacher may be requested of the teacher but may not always be immediately available during the visitation.
- Any comments made by individual students are to be maintained in confidence by the parent and/or guardian.
- No parent and/or guardian shall take photos, videos or recordings of students in the classroom as it violates the privacy rights of students unrelated to the parent and/or guardian.
- If a parent and/or guardian wishes to record a conversation or meeting with a teacher or the supervisor, s/he must receive prior permission from the teacher or supervisor.
- Any comments or concerns regarding the visit are to be discussed with the teacher before or after the school day when students are not present.
- Parents and/or guardians are encouraged to meet with the supervisor and teacher during noninstructional hours to discuss the observation and to obtain answers to their questions. If a parent and/or guardian has a concern about what may be transpiring in his/her child's classroom, s/he should discuss the concern first with the teacher and, if the concern is not satisfied, arrange to schedule a conference with the supervisor to discuss the concern.
- Parents and/or guardians shall complete a Classroom Visitation Request Form and have it approved by the supervisor at least two (2) school days prior to any visit to a MCISD classroom.
- Monroe County Youth Center classroom visitations are subject to the Youth Center facility restrictions and requirements.