



Lincoln Public Schools  
Lincoln, MA 01773

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## **POLICY OF PARENT/GUARDIAN/CARETAKER VISITS TO CLASSROOMS**

The attendance of parents/guardians/caretakers in classrooms can occur for various purposes. This policy is intended to provide clarity about visits to classrooms as a supportive adult such as a helper, guest reader, presenter, etc. Parent/guardian/caretaker or outside agency attendance in classrooms to observe students or instruction, or as a support for student behavior is considered an observation not a visit and will be arranged by the principal or their designee.

Visits by parents/guardians/caretakers to their child's **general education**- classroom are welcome and encouraged. Such visits enhance communication and understanding between home and school. Parents/guardians/caretakers may come to their child's **classroom** any time during the school year provided that the visit will not interfere with the instruction of children on a particular day. **Visits cannot take place during scheduled MCAS days (per DESE security requirements).**

To arrange a visit ~~a~~ phone call must be made to the **classroom teacher or Principal at least one day in advance. e to arrange a visit.** Whenever possible, visits will be arranged for parents/guardians/caretakers in a timely manner not to exceed ten school days. At times, there may be circumstances that prevent the approval of a requested visit that cannot be disclosed to protect the privacy of a student. Besides arranging for visits, parents are urged to call the school to speak with the teacher or Principal whenever a question arises.

Principals will arrange school-wide visits **for potential new families** upon request, between October 1 and May 1. Such visits should be scheduled ~~a few~~ **at least three** days in advance.

Approved at School Committee Meeting of April, 1981  
Reaffirmed at School Committee Meeting of May 6, 1985

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**MASC: 2016: KI - VISITORS TO THE SCHOOLS (Wellesley, Concord, A/B, Lexington, Bedford)**

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

**Weston: KI: VISITORS TO THE SCHOOLS**

Parents and other residents of the Town are welcome to the schools and are encouraged to visit and observe classrooms and school sponsored activities. Such classroom visits should be planned ahead with the consent of the Principal, and notice given to teachers as deemed appropriate by the Principal. Visitors are required to check-in at the Main Office and obtain a visitors pass.



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### **POLICY OF PARENT VISITS TO CLASSROOMS**

Visits by parents to their child's classroom are welcome and encouraged. Such visits enhance communication and understanding between home and school. Parents may come to their child's class anytime during the school year provided that the visit will not interfere with the instruction of children on a particular day. A phone call must be made to the Principal at least one day in advance to arrange a visit. Besides arranging for visits, parents are urged to call the school to speak with the teacher or Principal whenever a question arises.

Principals will arrange school-wide visits upon request, between October 1 and May 1. Such visits should be scheduled a few days in advance.

Approved at School Committee Meeting of April, 1981  
Reaffirmed at School Committee Meeting of May 6, 1985