

SCHOOL OBSERVATIONS

Parents are encouraged to visit schools for scheduled conferences, assemblies, PTA meetings and other school activities. Access to a classroom during the instructional day by parents is a privilege. School administration strives to protect instructional time, limit disruptions to the school day, and protect the confidentiality of students when considering a parent's request for a classroom observation of his/her child. School administrators have discretion to deny parental requests for classroom observations, to limit the number of these observations, and to limit the length of observations.

The parents or guardians of a child enrolled in Botetourt County Public Schools may request approval for a classroom observation of their child. Such classroom observations must be requested in advance and receive the approval of the building principal or his/her designee. Observations by non-parents are not permitted but exceptions may be granted for educational professional or agencies with whom the school division contracts to conduct approved evaluations (for example, Independent Educational Evaluations). In the case of granting an exception, the principal or his/her designee will set forth the parameters for the observation.

A request for a classroom observation or visitation by a parent/guardian must be made to the building principal or designee a minimum of 3 days prior to the observation. The failure to receive a response to the request will not be considered as permission for the observation or visitation to occur. The request must include the purpose of the observation and the name of the observer. Observations will be limited to a maximum of one hour for elementary students and to one class period or block for secondary students. Only one parent or guardian is permitted to observe or visit the student's classroom at any one time.

Visitors must report to the main office and follow all school procedures while in the school building. The observer will be accompanied by a school administrator or his/her designee for the duration of the observation. Observers should not interact with the child or the teacher while the class is in session or otherwise disrupt or interrupt classroom instruction. Any disruption to the instruction of the classroom caused or created by the visitor will be grounds for the observer being asked to immediately leave the classroom and building and could result in the observer being banned from future observations.

Adopted: February 9, 2011
Revised: October 8, 2015