FILE: KBF



## Lincoln Public Schools Lincoln, MA 01773

#### 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 as a supportive adult such as a helper, guest reader, presenter, etc. are welcome and encouraged. Such visits enhance communication and understanding between home and school. Parents/guardians/caretakers may come to their child's classroom for such purposes 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, communication <u>aA phone call</u> must be made to the classroom teacher or Principal in advance <u>at least one day in advanc</u>. <u>e to arrange a visit</u>. 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 <u>call the school to speak</u>communicate 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 fewat least three days in advance.

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.

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

FILE: KBF



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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