

### Administrative Regulation

#### Visits to the Schools

Any parent or interested citizen is welcome to visit classes in session. The following procedures will be observed in order to assure the continuity of the learning situation:

1. The intent or desire to visit classes should be made known to the principal one day in advance, if possible. The purpose of the visit will be discussed at that time.
2. The principal will confer with the teacher or teachers involved so that consideration may be given to the effect of such visitation on the instructional planning for that time.
3. The principal will issue an invitation to the visitor which indicates the time and duration of the class to be observed, along with any other appropriate information for the visitor.
4. The visitor will present the invitation to the teacher as a means of introduction at the appointed time.
5. Typically, no more than two visitors will be admitted to a classroom while instruction is in progress.
6. Parent-teacher conferences will be scheduled outside of class time rather than during class visitation.

School employees will be among the first to recognize the importance of full and courteous cooperation with those citizens interested in classroom visitation. Principals are authorized to modify the conditions for visitation on account of unusual circumstances, such as Public Schools Week and festive occasions.

Ref: EC Sections 11500, 35161, 49091.10(b)

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