

## **SPECIAL BEGINNINGS**

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### **CLASSROOM VISITATION POLICY**

The Humboldt County Board of Education encourages parental involvement and collaboration in the educational process. Classroom visitations are one way for parents to participate in the education of their children. They can also help bridge home and school programs.

While the HCOE encourages classroom visitations, we recognize that at times this can be disruptive to the integrity of the educational program. Classroom visitations by non-employees must be arranged in advance, and the following procedures adhered to.

1. At the discretion of the HCOE principal/designee, visitations must be requested not less than one school day prior to the visitation, noting the purpose of the visit.
2. Visitations may not be made when tests/examinations are being administered.
3. Visitations shall be limited to the student's parent/guardians or other persons pre-approved by the parents/guardians and HCOE principal/designee.
4. Visitations of programs may be up to half an hour one to two times per month per teacher. Extended or additional visitations may be arranged at the discretion of the HCOE principal/designee.
5. We ask that questions about the classroom program or activities be directed to the HCOE principal/designee or to the teacher after class. The teacher and classroom staff may not be available to answer questions during the visit.
6. Participation in classrooms by parents/guardians of preschool students may be arranged at the discretion of the HCOE principal/designee and teacher.
7. Approved visitors shall respect the classroom program and refrain from any activity that may interrupt the classroom routine.
8. Additional visits may occur with prior approval of HCOE principal/designee, if agreed upon by the administrator, teacher and parent.
9. Confidentiality must be respected. It is not appropriate to ask questions about other students or share information about students with others.
10. In the event of an emergency you may be asked to end your visit so staff can respond to the student's needs.

If you have any questions about this policy, please contact your program's manager.

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