



The Laboratory Charter School of Communication and Languages

Policy

Parent Classroom Visit

Resolution # 032020246

Revised: August 2025

The Parent Classroom Visit Policy ensures that parents have reasonable access to observe their child's classrooms as outlined in 22 Pa. Code § 14.108, within the parameters of local educational agency policies. Parents or guardians have the right to observe instruction and other school activities involving their child, following procedures set by the school district's governing board to maintain pupil and staff safety and prevent disruption of instruction or harassment of school personnel. Reasonable accommodations for parents and guardians are considered by the governing board, and upon written request, school officials arrange for parental observation of requested classes or activities within a reasonable timeframe and in line with district procedures. Classroom instructors maintain primary supplemental instructional materials and assessments, ensuring their prompt availability for parental inspection within a reasonable timeframe or according to district procedures.

Below is the step-by-step procedure for parents to follow to observe their child's classroom at Laboratory Charter School:

- 1. Submit a Written Request:** Parents or guardians who wish to observe their child's classroom must submit a written request to the school administration. The request should include the desired date and time for the observation, as well as the specific class or activity they wish to observe.
- 2. Review of Request:** Upon receiving the written request, the school administration will review it to ensure compliance with school policies and scheduling availability. If necessary, the administration may reach out to the parent to discuss alternative dates or times.
- 3. Schedule Observation:** Once the request is approved, the school administration will schedule the observation session with the relevant classroom instructor(s). The observation will be arranged within a reasonable timeframe and in accordance with district procedures.

- 4. Notification to Classroom Instructor:** The school administration will notify the relevant classroom instructor(s) about the scheduled observation and provide them with the necessary details. This ensures that the instructor is prepared for the visit and can accommodate the observing parent appropriately.
- 5. Parent Arrival:** On the scheduled date and time, the parent or guardian will arrive at the school and check in with the main office or designated staff member. They may be required to present identification and sign in according to school security protocols.
- 6. Guidance to Classroom:** A school staff member will accompany the parent to the designated classroom where their child is enrolled. The staff member will introduce the parent to the classroom instructor and ensure a smooth transition into the observation.
- 7. Observation Period:** The parent will observe the instruction and other school activities involving their child as per the agreed-upon schedule. During the observation, parents are expected to respect the classroom environment and refrain from interfering with ongoing instruction or disrupting the learning process.
- 8. Opportunity for Feedback:** After the observation session concludes, the parent may have the opportunity to provide feedback or ask questions to the classroom instructor. This feedback can be valuable for both the parent and the school in understanding the educational experience of the child.
- 9. Conclusion of Observation:** Once the observation is complete, the parent will be escorted back to the main office or designated area by a school staff member. They will sign out and may be provided with any additional information or resources as needed.
- 10. Follow-Up:** The school administration may follow up with the parent to gather any further feedback or address any concerns that arose during the observation. Additionally, parents are encouraged to communicate with the school if they have any questions or require further information following the observation.

By following this step-by-step procedure, parents can effectively observe their child's classroom at Laboratory Charter School while ensuring compliance with school policies and procedures.

Parental access to observe their child's classrooms, typically reflects a commitment to transparency and parental involvement in their child's education. This provision underscores the importance of parents being able to witness firsthand the learning environment in which their child is immersed. It often includes procedures for parents or

guardians to request access to observe classroom activities, ensuring that such requests are accommodated within a reasonable timeframe and in accordance with established school policies. Additionally, schools may have measures in place to safeguard the safety and privacy of students and staff during parental observations. This policy reflects the recognition of parents as key stakeholders in their child's educational journey and aims to foster collaboration between home and school for the benefit of student learning and development.

Through this policy, parents are empowered to actively engage in their child's learning environment, gaining valuable insights into instructional methods, classroom dynamics, and overall school culture. By promoting transparency and open communication, the policy strengthens the partnership between home and school, ultimately contributing to improved student outcomes and a more supportive educational experience for all involved.