

Wendell School District encourages parents to visit classes in the Wendell School District. Classroom visits afford one of the best means to gain information about the educational program and to observe a child's performance in a classroom learning situation. In order to maintain security for all students and to avoid conflict with scheduled events or the disruption of critical educational activities (such as testing), the administration requires that all parent visitation be approved by the principal in advance. For security reasons, all visitors, upon arrival, must sign in at the school office before visiting any classroom and receive a visitor's pass.

### **Who May Visit**

The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.

### **Who May Be Observed**

The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

### **Parent/Guardian Visits to a District School**

1. Before visiting a District School, the parent/guardian must inform the building principal in writing of the proposed visit by completing and submitting an *Observation Request Form*, a copy of which is available at the end of this Policy. The completed Observation Request Form must be returned to the principal **at least three (3) school days prior** to the requested date of the proposed visit. The building principal or other designated administrator shall arrange the visit on a date and time that is mutually agreeable. During a parent/guardian observation, the parent/guardian shall not interact with his or her child, any other students, the classroom teacher and/or aide, or otherwise disrupt the educational process.
2. On the agreed upon date and time of the visit, the parent/guardian shall sign in and out in the main office upon entering and leaving the District school building, and shall wear proper identification throughout the visit.
3. The parent/guardian shall at all times comply with the School District's school safety, security, and visitation procedures. The School District reserves the right to terminate the parent/guardian visit at any time in the event of an emergency or unforeseen circumstance, or in the event that the parent/guardian fails to comply with the District policies or procedures, or otherwise disrupts the educational process.
4. The parent/guardian shall at all times comply with the requirements of applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the District's Student Records

Policy. Unless otherwise authorized, the parent/guardian is prohibited from taking any photographs, video or audio recordings, or other images during his/her visit, or from creating any records that contain personally identifiable information regarding any child other than his or her own child. The parent/guardian may not re-disclose or otherwise share any information concerning any other student. The School District reserves the right to terminate the parent/guardian visit should the parent/guardian fail to comply with these terms.

5. In certain cases, the Principal or his/her designee may also be in the room during the parent/guardian observation to protect the learning environment for all students.

Adopted: December 18, 2019

**Wendell School District**  
**School/Classroom Observation Request Form**

Please return this form to the Building Principal at least three (3) school days prior to the requested date of the proposed visit.

Parent Name:

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Student Name:

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Date of Request:

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Requested time(s)/date(s) for observation:

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Objectives of observation: In this section, please outline the purpose of the observation. Include any information that will help us understand the purpose of your visit and assist in the scheduling process.

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: The observer must comply with the School District's Procedures for Classroom Observations. The School District reserves the right to terminate a visit in the event of an emergency or unforeseen circumstance. We appreciate your cooperation should this be the case. Observers who do not comply with the District's Procedures for Classroom Observations may be asked to leave and may lose the opportunity for any future observational opportunities.

