

Policy KA-E1 - Parent/Provider Classroom Visitation Request Procedures

The WBSAU welcomes visits to our schools and classrooms by parents, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedures governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least two days in advance of a requested visitation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, visitations will be limited to one person, one visitation per child per month for a period of up to 60 minutes.

DATE: _____

PERSON MAKING REQUEST: _____

STUDENT: _____

GRADE: _____

Requested Location and Date of Visitation: _____

Reason for Visitation (What specifically would you like to observe?)

For Outside Agency Providers Only:

Name of Agency: _____

Purpose of the Visitation:

(Must provide proof of release of information signed by parent within past 12 months)

For WBSAU Personnel:

Date of Pre-Conference: _____

Conference Facilitator: _____

Date of Scheduled Visitation: _____

Observer Assigned: _____

Date of Post-Conference: _____

Conference Facilitator: _____

Concerns and/or Main Points Discussed?

First Reading: 08/17/15

Second Reading: 09/02/15

Adoption: 09/02/15