



RELATED BOARD POLICY: F4 - ACCESS CONTROL AND VISITOR MANAGEMENT

WSD PROCEDURE F4-P4

APPROVAL DATE: 4/1/2024



Superintendent Signature

PARENTAL CLASSROOM OBSERVATION

Parental access to the school building is allowed at any time for routine actions (such as drop off, pick up, meetings, enrollment, etc.) after checking in at the front entrance and receiving a visitor badge. For special visits, parents, guardians, or caregivers, must request and receive a special permission from the respective school administrator. If the reason for the visit is an extended observation of the classroom activities, the following conditions must be followed upon approval from the administrator so that the person's presence is not a distraction to the students:

When Observing a Classroom:

1. You are there exclusively to observe your child. You cannot interact with other students unless in an emergency situation.
2. You may not speak to students other than your child nor be with students when your child is not present.
3. You will not be with students without a licensed staff present.
4. You will not use student restrooms. For restroom access, please return to the main office.
5. You will not record electronically because other people's children could be heard or seen in your recording without their guardians' permission. You may take notes about your child. No exceptions will be made to this requirement.
6. You are allowed in the classroom for a maximum of 30 minutes per day and maximum of two days for the requested reason.

7. You will specify the specific time when you will visit. A “window” of time may be provided for when the 30-minute visit will start but it may not be more than a two-hour period. For example, you can say “I will come to the classroom between 10 am and noon,” and then you can come and spend 30 minutes within that window.
8. No more than 2 visitors under this protocol will be allowed at any given time in a classroom.

Administrators will apply this procedure with fidelity and consistency with discretion allowed only under the written authorization of the Superintendent.