

CLASSROOM VISITATION/OBSERVATION AGREEMENT

The administration and faculty of the Wakulla School District welcome you to our schools and we thank you for your interest in the instructional programs that we offer for our students. We hope that your visit is a rewarding experience, one that provides you with a greater insight into the skill, professionalism, and dedication of our school staff. Our desire is to ensure that the instructional process is not disturbed for either the teacher or the students. Accordingly, we request that all visitors agree to and comply with the following terms during their time in the classroom:

- Parent observations are by appointment only. Please contact the school principal or classroom teacher to schedule an observation. Observations will not be scheduled less than forty-eight (48) hours in advance. This advanced notice will allow the teacher to prepare a seating arrangement and additional copies of any instructional materials if needed.
- Observations may not take place during tests or quizzes.
- Guests and other children, including siblings of the student you are observing, may not accompany you to an observation. If you arrive with other people, you will be asked to reschedule.
- Parent observations are generally limited to one observation per student per grading period. If exceptional circumstances exist, you may request more frequent observations from the school principal.
- Upon arrival at school, you must check in at the main office and obtain a visitor pass. You will be asked to show identification, and the office staff will verify your appointment with your child's teacher.
- If possible, please arrive and leave between learning activities to minimize the disruption. Observations should not last longer than 25 minutes, and we ask that you not leave and re-enter the classroom during your observation.
- Upon arrival, please sit where the teacher directs. You will likely be in the back of the room or otherwise out of the way rather than next to or among the students.
- If you bring a mobile phones or other electronic device, it must be turned off and kept out of sight. Audio or video recording of the teacher or students once you are inside the school is strictly prohibited.
- We ask that you be a silent observer while in the classroom. The teacher has the responsibility for all students, so you will not be able to discuss matters concerning your child or the classroom observation immediately before, during, or after the visit. A future phone call or in-person conference date and time can be scheduled with the teacher or through the school office staff. You may not talk to or interact with any student nor make comments during the observation.
- If you become aware of any confidential information regarding students, including a student's presence in a special education classroom, you must keep the information confidential. Parents who disclose confidential information obtained during an observation may be prohibited from future observations.
- You may be asked to leave if your presence in the classroom is disruptive or if you fail to abide by any of the terms of this agreement.
- After the completion of your classroom observation, you are asked to return to the school's office to sign out.

- Professionals not employed by the district but who observe a child at the parent's request are bound by the same requirements outlined in this agreement and must sign below before conducting an observation.

I understand and agree to the foregoing terms. I further understand and agree that should I create any disruption in the classroom during my visit I will be asked to leave the classroom immediately and my authorization for further classroom observations may be revoked.

Dated this ____ day of _____, 20__.

Visitor Name (Please Print)

Visitor Signature

Administrator Signature