FUSD FONTANA UNIFIED SCHOOL DISTRICT

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Maple Elementary School

Parent Observation Policy

At Maple Elementary, we value parent engagement and a strong partnership with families. To ensure a safe, respectful, and legally compliant learning environment for the students, we are establishing the following policy for parent observations in classrooms, workshops, and other school events.

1. **Purpose of Observations.** We welcome classroom visits as an opportunity to gain insight into your child's learning experience. If you have any questions or concerns, we encourage you to schedule a follow-up meeting with the teacher or an administrator.

2. **Scheduling & Duration.** To ensure a smooth, meaningful, and non-disruptive visit, all visits must be scheduled at least 48 hours in advance through the school office. Observations are limited to 25 minutes per visit. An administrator may accompany you during the observation.

3. **Privacy and Recording.** To protect student privacy, maintain the integrity of the instructional environment, and comply with state law, which prohibits the use of any electronic listening or recording device in a classroom without the prior consent of both the classroom teacher and the principal, recording of classrooms, workshops, and other school events (including audio, video, or photos) unless specified is not permitted without prior written consent. If you wish to record for a specific educational need, please contact the principal before the observation to request written approval from both the teacher and the principal.

4. **During the Visit.** Please observe the following during your visit:
   - **a.** Sign in at the office and wear a visitor's badge that's visible at all times.
   - **b.** Silence phones and other electronic devices and minimize their use during your visit.
   - **c.** Enter classrooms quietly and minimize disruption.
   - **d.** Avoid interacting with your child, other students, or the teacher during instruction.

5. **Follow-Up.** We welcome your questions and feedback. If you would like to discuss your observation, please schedule a meeting with the teacher or an administrator.

Our goal is to foster a safe, respectful, and collaborative environment for all students, families, and staff. Thank you for helping us keep our classrooms safe, respectful, and focused on learning.

BOARD OF EDUCATION
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