

Administrative Regulation

Visits to the Schools

The following procedures will be observed in order to assure the continuity of the learning situation:

With prior permission from the school site administrator, a parent or guardian is welcome to visit their child's classroom(s) to observe instruction and/or other school activities that involve his/her child. Observations are typically scheduled for 30 minutes. The following procedures will be observed in order to assure the continuity of the learning situation:

1. The parent or guardian's intent or desire to observe their child's classroom(s) or other school activities should be made known to the school site administrator and a *Request for Classroom/Program Observation* form or written request must be provided to the site administrator 48 hours in advance. The purpose of the visit will be discussed at that time.
2. The school site administrator will confer with the teacher or teachers involved so that consideration may be given to the effect of such visitation on the instructional planning for that time.
3. The school site administrator will issue an invitation to the parent or guardian which indicates the time and duration of the class(es) to be observed, along with any other appropriate information for the parent/guardian.
4. A school site administrator will escort the parent/guardian to the classroom(s) at the-designated time.
5. Typically, no more than two parents/guardians will be admitted to a classroom while instruction is in progress.
6. Parent-teacher conferences will be scheduled outside of class time rather than during a class-observation.
7. School employees will be among the first to recognize the importance of full and courteous cooperation with those interested in a classroom observation.
8. School site administrators are authorized to modify the conditions for an observation in the event of a schoolwide event or occasion.
9. Community members or outside guests who wish to observe classes must submit their request in writing, including the purpose of their visit, to the school site administrator a minimum of 72 hours in advance.

10. Personnel from outside agencies are welcome to observe your child at school, with your prior written consent. In order to maintain and respect the confidentiality of your child, an *Authorization for Release of Confidential Information* form (available from the school office) must be signed by you before any outside agency may observe your child at school.
11. All requests to visit classes shall be reviewed by the school site administrator with the teacher, prior to approving or denying the visit. When a request cannot be accommodated, the person making the request shall be notified with the reason for denial. An attempt shall be made to provide an acceptable alternative, if possible.
12. The number of visitors and frequency of visits shall be determined by the school site administrator after review with the teacher(s) involved.

Priority for classroom observation will be given to:

- a. Parents/guardians of students currently enrolled in the class.
- b. Parents/guardians of students who will be eligible to enroll in the class in the immediate future.
- c. Members of the public on a district-approved escorted tour of the educational facilities.
- d. Community members or outside guests with a school site administrator approved invitation to observe classes.

Ref: EC Sections 11500, 35161, 49091.10(b)

Approved: October 22, 1968

Revised: August 27, 1979

Revised: March 4, 1986

Reviewed: July 1, 2000

Revised: September 3, 2019

GARDEN GROVE UNIFIED SCHOOL DISTRICT

REQUEST FOR CLASSROOM/PROGRAM OBSERVATION

Dear Parent/Guardian,

Thank you for your interest in observing your child’s experience at school, or in coordinating an observation for your child’s service provider. Garden Grove Unified School District (GGUSD) welcomes parent/guardian participation in our schools and looks forward to hosting your visit.

In order to schedule the most productive visit for you and to minimize any disruption to instruction for our students, teachers, and service providers, this completed *Classroom/Program Observation* form, or written request, must be provided to the site administrator 48 hours in advance. Upon site administrator approval, the information you provide will assist us in arranging the best time and day for your visit.

GGUSD also supports coordination of service between school staff and outside agencies that provide service to your child. Personnel from outside agencies are welcome to observe your child at school, with your written consent. In order to maintain and respect the confidentiality of your child, in addition to this *Request for Classroom/Program Observation* form, an *Authorization for Release of Confidential Information* form_(available in the school office) must be signed by you before any outside agency may observe your child at school.

Please provide the information below to assist in scheduling the most productive observation of your child.

Parent/Guardian Name: _____

Student Name: _____

DOB: _____

School: _____

Grade: _____

Person(s) who will attend the observation:

Parent/Guardian (named above): _____

Outside Agency (Name of Agency): _____
(A signed *Authorization for Release of Confidential Information* form is required.)

Name and Title of Service Provider: _____
Please attach a business card.

Purpose of Observation: _____

Activity/ies Requested to Observe: _____

PLEASE SEE CLASSROOM/PROGRAM OBSERVATION GUIDELINES

FOR OFFICE USE ONLY

Date request received: _____

Request Approved/Denied (circle one)

Date observation completed: _____

Start Time: _____

End Time: _____

Name of staff member who accompanied observer(s): _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT

CLASSROOM/PROGRAM OBSERVATION GUIDELINES

- Parent/Guardian or Outside Agency Service Provider observation is for the student named on this *Request for Classroom/Program Observation* form and information about other students may not be shared.
- Observations made by outside agencies may occur only after the parent/guardian has submitted a signed *Authorization for Release of Confidential Information* form (available in the school office).
- Observers must be escorted or accompanied to the classroom by a school site administrator.
- Observations are typically scheduled for 30 minutes.
- Upon greeting the student, parents/guardians or outside agency service providers should limit further interaction so that the student may focus on instruction.
- Observers should refrain from interacting with any other students.
- Observers should refrain from engaging any teacher or staff member in conversation during the observation.
- Parents/guardians may request a conference with the teacher outside of instructional time (before or after school) to discuss the observation.

Please note that the presence of observers in a classroom can influence the performance, interactions, and/or behavior of students in the room, including your own child. Therefore, your visit may or may not afford an accurate reflection of how your child typically performs in the observed setting.

My signature below indicates that I have reviewed and understand the Classroom/Program Observation Guidelines above and agree to honor them.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Outside Agency Service Provider

Signature of Outside Agency Service Provider

Date