

## **ADMINISTRATIVE PROCEDURES FOR FORMAL CLASSROOM OBSERVATION**

1. Please arrange a mutually agreed upon date and time with the building principal and teacher for the requested classroom observation.
2. All observation sessions will be planned in advance so as to not create conflict with the teacher and student schedule. Therefore, arrangements must be made at least 48 hours prior to the time of the classroom visit or observation. Observations will be limited to one time per month for no more than 60 minutes per visit in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. However, under certain circumstances, such as evaluation, upcoming IEP meeting, crisis intervention etc., a parent or provider may request additional days or time for observation. Under these circumstances, the Principal is directed to use his or her discretion to either approve or decline such requests.
3. Formal observation does not include times when parents are invited to a classroom for a special event or presentation, serve as a volunteer with a teacher, or to enjoy lunch with their student.
4. The principal reserves the right to decline any request for classroom observation if it is determined that such an observation would cause undue disruption in the educational process.
5. For security reasons, all visitors are required to sign in at the school office, to receive a visitor's badge, and indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors are asked to sign out when leaving the building.
6. To protect the learning environment, the parent/guardian or outside provider will be the only visitor in the classroom during the observation. Any observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit/observation. Out of respect for the teaching environment, parents/guardians shall not bring younger siblings or children while observing in the classroom or to utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns. Recordings of the observation shall not be permitted absent specific approval by the principal.
7. During the observation, the principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
8. Parents/guardians or outside providers that disagree with the decision of the building principal have the right to challenge the decision with the Superintendent of Schools. The decision of the Superintendent shall be final.

*Adopted: 2/13/13*