



**Parents who want to observe their child in the classroom must first contact the teacher or principal in order to set up an appropriate time.**

If there is something specific you want to observe, be sure to let the teacher or principal know.

If you have limitations or preferences as to the days or times, let them know this also. We generally do not provide observations during the last 15 minutes of the day, or during any testing or assessment. At the end of the day, teachers need to be focused on winding up the students' day and preparing students to head home without distractions. During testing and assessments, students need no distractions and it is against the test protocols for some testing.

**The principal will make arrangements with the teacher and let you know the date and time you may observe.**

The principal, in consultation with the parent and teacher, decides the length and frequency of observations as appropriate. There may be some back and forth conversations with you to set up the specifics of the visit. Ultimately, you should expect to hear from the principal once arrangements are made, confirming the date and time and any details of your observation. Once your request is made, the teacher and principal will try to move quickly to get your observation scheduled.

**When you come for your observation, you must stop in the front office, sign in, and wear the visitor's badge. When you leave, you must sign out through the office and leave your visitor's badge.**

**When observing in your child's room, please sit quietly in the area the teacher has arranged.**

The teacher will designate a seat for you that will be less distracting to the students. Sitting among the students, or right next to your child may distract your child or other children.

**During the observation, please do not talk to or interrupt the teacher or students.**

This is sometimes difficult to do if your own child or others try to talk to you, but you can discourage them from conversation, for example, by putting your finger to your lips.

**Do not audio record or video your observation.**

If you have a situation in which you need a video of your child in the classroom, you need to discuss that need with the Principal.

**Do not take your telephone into the classroom.**

We ask that you leave your phone in your car or in the office.

**Do not take notes about other students or discuss other students with anyone.**

You will have access to information from your observation, which if disclosed, may violate a student's privacy rights. We want to provide you an opportunity to observe your child while respecting the rights of other children in the classroom.

**If during or after your observation, you have questions or comments, please contact the teacher via e-mail or a phone call to arrange a time for you and the teacher to talk.**

It may be more convenient to ask the teacher questions while doing an observation, but this takes the teacher's time and focus away from the students.

**Follow directions of the school staff while in the building for your observation.**

Follow the directions of school staff while in the building. Any visitor to the building may be asked to leave if they fail to follow directions, or are disruptive, whether intentionally, or otherwise. You may be asked to leave if you do not follow these directions or do not follow directions on campus.

There are sometimes situations in which the teacher needs to deal with a situation or a crisis without distraction in which case the teacher may ask you to leave the classroom to reduce distraction. If you are asked to leave the classroom or building, you should do so. Efforts will be made to reschedule the observation if that happens.

**Visitors other than the parents, legal guardians, or foster parents will not be allowed to observe in the classroom.**

If an observation needs to be scheduled as part of an outside evaluation, that observation will need to be worked out by the evaluator with the building principal and the teacher.

**You are also welcome to eat lunch with your child.**

Find out what time your child goes to lunch and meet your child's class at the cafeteria. Tell your child goodbye as you or the child leaves the cafeteria. Before leaving campus return your visitors badge to the front office.

**As a parent, we want you to be engaged with your child's school and the staff**

who serve your child. We want you to be able to observe your child in the classroom. However, we must protect our students and their learning time and meet the needs of all the parents to observe, so we have set these guidelines for your observations. There may be circumstances that require adjustments to the guidelines. The school principal is in charge of making any adjustments to the guidelines on an individual basis. If you are not satisfied with the principal's determinations, you may bring your complaint to the superintendent, in writing, and the superintendent will review the request and make a determination.