

284 CLASSROOM OBSERVATION

We welcome classroom observation, and appreciate a parent's/guardian's active role in their children's education.

In order to maintain a productive learning environment for all students and to minimize disruptions the following guidelines must be followed:

- Schedule all classroom observations through the school administrator at least 24 hours in advance.
- Observations are not to exceed 45 minutes.
- Sign in and out at the office. Wear a visitor's badge.
- Please do not interrupt the educational setting by talking to students or the teacher. If you have question during the observation write them down to ask at a scheduled conference.
- Silence cell phones during observations. Do not talk on the phone or text during the observation.
- Maintain student confidentiality.

If you have any questions or concerns following the observation please contact the classroom teacher and/or the administrator to set up a conference. If appropriate you may email your questions to the classroom teacher.

Observations do not fulfill family commitment hours.

The school administrator has the right to wave any of the above guidelines on an individual basis.

Any violation of the guidelines may lead to termination or suspension of your observation privileges.