

AR 6117 School Observations

Preschool

In order to minimize interruptions to the preschool program while allowing parents/guardians and other authorized observers to visit district preschool programs, the following guidelines have been established:

1. Parents/Guardians must arrange for an observation in advance with the Preschool Coordinator & Assessor, or site administrator/designee, in order to visit a classroom. The visitation will be scheduled within five school days of the date of the request.
2. Visitors/Observers, other than parents/guardians, must schedule a visitation at least seven school days in advance with the Preschool Coordinator & Assessor or site administrator/designee, and must have written permission from the child's parent/guardian for each student he/she will observe/visit.
3. Parents/Visitors may observe in their child's class only during the time their child is in the classroom.
4. The duration of observations shall not exceed thirty minutes. These timelines do not apply to Independent Evaluators who will be provided an equivalent opportunity to that of a District evaluator.
5. Observations are limited to no more than two observations per trimester, per child. These time parameters do not apply to Independent Evaluators who will be provide an equivalent opportunity to that of a District evaluator.
6. Monthly preschool program tours will be held for non-enrolled students/families.
7. No recording devices of any kind are allowed.
8. Parents/Guardians and visitors/observers must sit in an area of the room designated by the individual teacher.
9. No observations/visitations will be scheduled during the first week or last week of school, during testing, or any other time that would disrupt instruction.
10. Parents/Guardians and visitors/observers are limited to no more two adults observing in the class at one time. Children under age 18 may not attend classroom observations.
11. Parents/Guardians and visitors/observers must sign in and out at the school office upon arrival and at departure from the school campus.
12. If a conference is desired, an appointment should be set in advance with the teacher during non-instructional time (before or after school).
13. A preschool administrator, site administrator or designee, must attend the observation/visit along with the parent/guardian or visitor/observer.
14. Interaction with students by the parent/guardian or visitor/observer is prohibited.
15. Cell phones should not be used while observing a classroom.

AR 6117 School Observations (continued)

Grades K – 8

In order to minimize interruptions to the instructional program while allowing parents/guardians and other authorized visitors/observers to visit classrooms, the following guidelines have been established.

1. Parents/Guardians must arrange for an observation in advance with the site administrator or designee in order to visit a classroom. The visitation will be scheduled within five school days of the date of the request.
2. Observers/Visitors, other than parents/guardians, must schedule a visitation at least seven school days in advance with the site administrator or designee, and must have written permission from the child's parent/guardian for each student he/she will observe/visit.
3. Parents/Visitors may observe in their child's class only during the time their child is in the classroom.
4. The duration of the observation shall not exceed one hundred minutes or two class periods, per day, at the middle school (6-8) level, and one hour per day at the elementary (K-5) level. These timelines do not apply to Independent Evaluators who will be provided an equivalent opportunity to that of a District evaluator.
5. Observations are limited to no more than two observations per trimester, per child. These time parameters do not apply to Independent Evaluators who will be provide an equivalent opportunity to that of a District evaluator.
6. No electronic listening or recording devices of any kind are allowed.
7. Parents/Guardians and visitors/observers must sit in an area of the room designated by the individual teacher.
8. No observations/visitations will be scheduled during the first week or last week of school, during testing, or any other time that would disrupt instruction.
9. Parents/Guardians and visitors/observers are limited to no more two adults observing in the class at one time. Children under age 18 may not attend classroom observations.
10. Parents/Guardians and visitors/observers must sign in and out at the school office upon arrival and at departure from the school campus.
11. A site administrator or designee must attend the observation/visit along with the parent/guardian or observer/visitor.
12. If a conference is desired, an appointment should be set in advance with the teacher during non-instructional time (after school, before school, or preparation period at the middle school level).
13. Interaction with students by the parent/guardian or visitor/observer is prohibited.
14. Cell phones should not be used while observing a classroom.

AR 6117 School Observations (continued)

Volunteers

Classroom volunteers will be scheduled at the approval/discretion of the teacher. The above guidelines do not apply to classroom volunteers ~~with~~ who have prior approval by the teacher.

Board Approved:

August 16, 2012

December 11, 2008

Effective Date: December 11, 2008