



## **PROCEDURES FOR CLASSROOM OBSERVATION**

1. Classroom observations must be planned in advance so as to not create conflict with the teacher and student schedule. Therefore, please arrange a mutually agreed upon date and time with the Principal and teacher by making a written request at least 48 hours in advance of the requested observation.
2. Observations are limited to twice per month for no longer than sixty (60) minutes per visit in order to avoid distraction and/or disruption to the teacher and classroom schedule. However, under certain circumstances, such as upcoming IEP meeting, crisis intervention etc., a parent/guardian or provider may request additional observations. Under these circumstances, the Principal will use his or her discretion to approve or decline such requests.
4. Formal classroom observations do not include times when parents/guardians are invited to school for a special event or presentation or to serve as a volunteer.
5. The Principal reserves the right to decline any request for a classroom observation or to terminate a classroom observation if it is determined that such an observation would or has caused undue disruption in the educational process.
6. For security reasons, all visitors are required to sign in at the school office, wear a visitor's badge, and indicate the name of the teacher and destination before proceeding to the classroom. All visitors are asked to sign out when leaving the school.
7. To protect the learning environment, only one parent/guardian or outside provider may be in the classroom during an observation. The Principal must approve any additional observer. Observers who are not a student's parent/guardian or who do not hold educational rights must have written consent from the observed student's parent/guardian or from whomever has educational rights. The written consent must describe the reason for the observation.
8. Out of respect for the teaching environment, parents/guardians may not bring younger siblings or other children while observing in the classroom and may not 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.

9. During any observation, the Principal or his/her designee may be present in the classroom as well.

10. Parents/guardians or outside providers who disagree with any decision of the school Principal regarding classroom observations have the right to challenge the decision with the ECS Board at the next scheduled Board meeting. The Board's decision shall be final. Contact Marcela Paez (tel 310-425-1605, extension 1603 or via email at [marcela\\_paez@ecsonline.org](mailto:marcela_paez@ecsonline.org)) for additional information.

11. No electronic listening or recording device (including video) may be used in a classroom without the teacher and Principal's permission.