

Ockerman Elementary Site Based Policy 7.6

Ockerman Elementary School Individuals Observing in the Classroom

Arrangements: An individual wishing to observe in the classroom shall make arrangements at least twenty-four (24) hours in advance through the Principal or Assistant Principal. For classroom visits, the date and time will be approved or disapproved by the Principal or Assistant Principal and if approved, will be coordinated with the classroom teacher by the Principal or Assistant Principal. An approved background check must be on file for anyone wishing to observe in the classroom.

Visitor Check-In: All visitors must sign in/out at the office prior to the agreed-upon observation time. A visitor's badge will be issued and directions given to the location of the student.

Conditions: The class observation shall be limited to one class period, not to exceed sixty (60) minutes. The classroom setting shall not be interrupted by the visitor. No photos are permitted due to confidentiality. During the school year, an individual shall be limited to two (2) classroom observations. Individuals may be requested to complete a school developed questionnaire pertaining to the observation.

Exceptions: Individual cases concerning classroom observations may be taken under consideration by the Principal or Assistant Principal in consultation with the teacher. The Principal or Assistant Principal shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time he/she perceives the change to be in the best interest of the children, parent, or teacher.

Policy 7.6 of the Ockerman Elementary School Council's Policies was adopted on _____ and signed by the following Council members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SBDM Secretary:

Susan Bell