INDIVIDUALS OBSERVING A CLASSROOM

Relates to 2024-F

If an individual wishes to observe a classroom, the following procedures are to be followed:

1. Requests shall be made at least twenty-four (24) hours in advance through the principal or teacher.

2. For classroom visits the date and time will be approved or disapproved by the principal and if approved will be coordinated with the classroom teacher by the principal.

3. The class observation shall be limited to one class period in middle and high schools and one hour in elementary school per year. Observers must sign-in at the front office. Under no circumstances should an individual proceed directly to a classroom.

4. All observers must conduct themselves so as not to interfere with the daily operation of the school program. In order to minimize disruption of the class, observers should avoid initiating interaction with the child they are observing. The Oldham County Schools does not allow private counseling or therapy services to be provided in its school during the instructional day.

5. Individuals may be requested to complete a school developed questionnaire pertaining to the observation.

6. Individual cases concerning classroom observations may be taken under consideration by the principal.

7. A building principal has the latitude to deviate from the above guidelines to allow more frequent visits anytime he/she perceives the change to be in the best interest of the child, parent or teachers.

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