

Classroom Observation Procedures

With principal approval, a parent is welcome to observe their child's classroom. Each visit should be scheduled in advance so as not to interfere with instruction. A classroom observation should be limited to one hour and no more than one time per six weeks. The observer will check into the office and wear an official visitor badge. The badge will be returned to the office when the observer signs out from the campus.

The staff of Crandall ISD recognizes that classroom observations are a valuable tool for parents and staff to gather information for planning. The District recognizes its obligation to protect the learning environment and privacy all students; therefore, the District has created procedures to enable the observer and staff to understand the purpose and process of classroom observations.

1. The observer must remain silent during the observation. Any questions must be held for a later time during a scheduled parent/teacher conference.
2. The observer will sit in a designated place in the classroom and must not move around the classroom.
3. The observer is not allowed to interact, assist or redirect any student in the room.
4. The observer must not share any information with other parents or staff regarding the observation.
5. The observer is not allowed to take pictures, video pictures or audio recordings during the observation.
6. The observer must limit their observation to the areas approved by the principal.
7. The observer is allowed to observe instruction only while their child is in the classroom.
8. There will be no more than 2 observers in a classroom at any given time. The district may appoint a staff member to observe at the same time.

In special circumstance, the campus principal may approve exceptions to these guidelines. Such exceptions are solely within the discretion of the campus principal.

Failure to abide by these Campus Procedures for Observations of Classes may result in an observer no longer being allowed to observe classes.

I agree to the above procedures and understand should I not follow the procedures, it may result in no longer being allowed to observe in classes at Crandall Middle School.

Parent Signature

Student Name

Date

Lunch Room Procedures

Parents are encouraged to eat lunch with their child. The parent will check into the office and wear an official visitor's badge. The badge will be returned to the office when the parent signs out from the campus. Lunch visitors may purchase lunch from the cafeteria.

1. Parents are required to sit with their child at the designated visitor table.
2. Lunchroom visitors will not be allowed to remain in the cafeteria either before or after their child's regularly scheduled lunch.
3. The lunchroom visit must take place during the child's regularly scheduled lunch period.
4. The lunchroom visitor must not redirect or discipline any student other than their own child.
5. The lunchroom visitor will sit at the visitor table and not move around the lunchroom.
6. The observer is not allowed to take pictures, video pictures or audio recordings during the observation.
7. Any concerns or question must be directed to the campus principal. The visitor must not direct concerns to the lunchroom staff or monitors as these employees are focused on assuring a safe environment for all students in the lunchroom and are unable to give lunchroom visitors their undivided attention.
8. Lunchroom visitors may not visit other areas of the campus without prior approval by the principal.

Failure to abide by these procedures may result in further limitations on the lunchroom visitor including the visitor not being allowed further visits.

I agree to follow the above procedures and understand that not following them may result in being removed from the cafeteria and/or not being allowed further visits to lunch.

Parent Signature

Student Name

Date