

SUMMERS COUNTY BOARD OF EDUCATION

Adopted: 10/31/07

Code: III-B-3

Reference: Board Minutes

VISITING OBSERVERS IN THE CLASSROOM

Summers County School District agrees to implement the following statutory requirement:

Summers County Schools welcomes classroom observers, visitors, and community stakeholders. However, to ensure maximum outcomes in the student learning process and environment, the following procedures will be enforced:

School principals will use the following criteria in scheduling classroom visits or observations during the instructional day.

1. Observers shall make arrangements with the principal 48 hours in advance in writing. The principal will consult with the classroom teacher to determine suitability of the requested date and time. Should the request not be suitable to the schedule and needs of the classroom, the request will be rescheduled at the earliest date possible.
2. As a general rule, observations should be limited to one hour, unless otherwise deemed necessary by the principal. Principals are free to confer with the central office as needed to determine if further observation time is warranted.
3. A maximum of two observers/visitors shall be allowed to visit the same classroom during instructional time unless special permission is granted.
* The principal has the right to limit the observer/visitor to only one being allowed to visit the classroom at a time.
The observer/visitor shall be limited to one visit per semester, except when more are required by an outside agency.
4. Parents will only be allowed to visit classrooms in which their children are enrolled, regardless if their children are present at the time of the visitation.
5. Prior to the visit, the principal shall emphasize that observers or parents are to observe only, but not critique, evaluate or make corrections concerning the employee or instruction. Any concerns that result from the scheduled observation shall be discussed with the principal or designee at a later scheduled time.

6. Any reports, notes or student evaluations which have resulted from the observation by any outside party are deemed as educational student records. Therefore, the principal shall receive a copy of any and all documentation within 5 business days from the point of the observation exit.
7. The principal or designee has the right to be present during the observation time.
8. At any time should the observer disrupt the learning process, he/she will be required to leave the classroom and or the school property. The principal will make complete documentation and send a copy of the incident to the central office.
9. Principals have the authority to deny any request of visitation or observation if they determine the visit would be disruptive or detrimental to the identified student(s), the learning process, or general operation of the school.
10. Principals are required to give a copy of the procedure to any and all parties applying for observation/visit. The observer will be required to sign a form agreeing to abide by the procedures.
11. All observers are required to present proper identification.

Observers are identified as but not limited to: parents, any parties representing the parents, surrogate parents, student observers for college purposes, advocates, rehabilitation facilities, or any other outside agency not specified.

*****This policy does not include observers from or invited by the US Department of Education, WV Department of Education, or the Summers County Board of Education Central Office Staff.***