



HERRON  
HIGH SCHOOL

HERRON-RIVERSIDE  
HIGH SCHOOL

HERRON  
PREPARATORY  
ACADEMY

## HERRON CLASSICAL SCHOOLS CLASSROOM OBSERVATION POLICY

Updated 7/12/2022

Herron Classical Schools affirms the right of a parent/guardian/custodian to request a classroom observation in his/her student's classroom. To ensure a productive climate for visitation and lessen the potential for disruption to classroom instruction, all parents/guardians/custodians must abide by the terms outlined below.

### BEFORE THE VISIT:

- In order to avoid conflict with teacher and student schedules, classroom observation requests must be made at least 48 hours in advance.
- Class observation requests must be made to the Head of School. The request must state the student's name and the course/teacher of the class the parent/guardian/custodian wishes to observe.
- Only parents/guardians/custodians are permitted to visit a classroom for observation. Relatives, siblings, and friends are not permitted to observe classrooms unless the person requesting to visit is acting as custodian on behalf of the student. Determination of appropriateness will be made by the Head of School. This policy is not applicable to professional behavioral assessments for the purpose of creating an individual educational plan.
- Siblings and friends, who wish to shadow to determine if a school is the right fit, should follow the proper procedure through the enrollment department.
- If permission is granted by the Head of School, the parent must coordinate a time and date for the observation directly with the teacher. No observations will be scheduled while students are participating in assessments, quizzes, or exams.
- The Head of School reserves the right to decline the request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process.
- To ensure the safety and security of students, each visitor will be required to register through Student Services and receive a visitor's badge before proceeding to the classroom. Parents must return to Student Services to return the visitor badge and log out before leaving the campus.

**DURING THE APPROVED CLASSROOM OBSERVATION:**

- Classroom observations are limited to 45 minutes and may not occur more frequently than twice a semester in a given class.
- The teacher will provide the parent/guardian/custodian with the appropriate location to observe the classroom. The parent/guardian/custodian must sit where indicated. Visitors are requested to refrain from unnecessary movements during the observation.
- Visitors must enter and exit quietly and are not permitted to engage students or teachers during the classroom observation.
- Recording, filming or photographing the observation using any electronic device is strictly prohibited. Visitors must refrain from using cell phones at all times and must have all electronic devices silenced while in the classroom.
- In some cases, a member of the school's administration may accompany a parent/guardian/custodian during a classroom observation. An accompanied visit is at the sole discretion of the Head of School.
- Visitors may not willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
- Visitors may not willfully disrupt class work, extracurricular activities, or cause substantial disorder in any place where a school employee is required to perform his or her duties.

**AFTER A CLASSROOM OBSERVATION:**

- Parents/guardians/custodians wishing to discuss the student's behavior after observing him/her during class should schedule a conference with the teacher by email after the visit is completed. Follow-up conferences will not be scheduled during the observation.

**Parents/guardians/custodians who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Parents failing to adhere to this policy may be denied future classroom observations. Any concerns or complaints may be addressed directly to the Head of School.**