

WINTON WOODS|CITY SCHOOLS

REQUEST FOR CLASSROOM OBSERVATIONS BY NON-EDUCATIONAL PERSONNEL

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Person Requesting the Observation: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Observation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person completing this form: \_\_\_\_\_

Date: \_\_\_\_\_

Approval of observation: \_\_\_\_\_

When a person is in a building owned and/or operated by the Board of Education for any purpose, they will be expected to act and conduct themselves in a courteous fashion. Verbal or physical intimidation will not be permitted. Visitors shall not be allowed to videotape or audiotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.

To maintain the healthy learning environment, which is vital to all students, visitors to the classroom are expected to observe classroom and school rules. The teacher may end the observation if these rules are violated.

Visitors are to be silent observers and should refrain from interacting with the teacher or students during the observation. If the observer wishes to confer with the teacher a conference can be scheduled for a later time, when students are not present. Prior to the scheduling of additional observations a conference will be held with the classroom teacher, the building administrator and the observer to discuss purpose and anticipated outcomes.

Original to building principal.

Copy to classroom teacher.

Copy to parent prior to observation along with school district guidelines regarding conduct of visitors to school property.