


Standard Operating Procedure (Revised)

Subject: Remote Classroom Visits by Administrators (Non-Evaluative)	Effective Date: September 15, 2020	Page: 1 of 1
	Approved by: Eileen F. Shafer, M.Ed. Superintendent of Schools	

I. Purpose:

To establish a uniform process for conducting classroom visits in a remote learning environment for purposes other than evaluating teacher effectiveness.

II. Authority:

The Superintendent of Schools

III. Terms and Conditions:

- a) Every teacher must invite their Principal, Vice Principal(s), Supervisor(s), and Assistant Superintendents (collectively, “Administrators”) to participate in all scheduled live class sessions on Google Meets.
- b) When conducting a remote classroom visit, an Administrator must join the Google Meet session and, in their visitation notes, must specify what time they joined, what time the teacher joined, and whether learning objectives and demonstrations of learning (DOL’s) are posted in the meeting chat.
- c) Non-evaluative visits must be no fewer than 5 minutes and no more than 10 minutes in duration.
- d) Administrators must upload the visitation notes into Media-X and email feedback to the teacher within 48 hours after completing a remote classroom visit.
 1. If the teacher did not join the Google Meet session at or before the scheduled class start time, the Administrator must offer technical assistance and continue to monitor the teacher through remote classroom visits.
 2. If the teacher repeatedly failed to join scheduled Google Meet sessions at or before scheduled start times, the Administrator must send a formal reprimand letter demanding that performance deficiencies be corrected.

IV. Reporting Procedures:

Assistant Superintendents will oversee compliance with this SOP by Principals, and the Superintendent will oversee compliance otherwise.

V. Dissemination:

The Superintendent will disseminate this SOP to Assistant Superintendents, Principals, and Department Directors, who will in turn disseminate this SOP to their subordinates.