



Parent Classroom Observation Protocol

Objective:

To provide parents with an opportunity to observe their child's classroom environment, behavior and/or and instructional practices while ensuring minimal disruption to the learning environment.

Procedure for Scheduling a Classroom Observation

1. Advance Notice:

- Parents must submit a written request for a classroom observation at least 48 hours in advance of their preferred observation date.
- Written requests should be submitted by filling out the [Classroom Observation Request](#). Once the request is filled out, please email the supervising Principal/Director letting them know that a request has been filled out.

2. Observation Time Limit:

- Observations are limited to **30 minutes** to minimize disruptions to the classroom.

3. Principal/Teacher Approval:

- The school administration (Principal/Director) will review the request and confirm the observation
- If the preferred observation time is not available, the school will suggest alternative times.

4. Teacher Preparation:

- Teachers will be notified at least **48 hours in advance** of a scheduled observation to ensure they can prepare the classroom and minimize disruptions.

During the Classroom Observation:



Richmond College Prep Schools

1. Check-in Procedure:

- On the day of the observation, parents must sign in at the main office and receive a visitor's badge before proceeding to the classroom.

2. Non-Disruptive Observation:

- Parents must remain seated in the designated observation area (usually at the back of the room).
- Parents are requested to avoid interacting with students, teachers, or other classroom staff during the observation period.
- The Principal/Director will accompany all parents during the observation

3. Observation Notes:

- Parents are welcome to take notes (about their student only) but are not permitted to take photographs, record videos, or audio.

Post-Observation:

1. Debrief

- Parent will meet with the Principal/Director following the visit to discuss the observation. If the parent would like the teacher to be present, the follow up meeting will have to be scheduled to accommodate both the parent and teacher.

2. Confidentiality:

- Parents are expected to respect the confidentiality of all students in the classroom and must not share details about other students' behavior or performance outside of the observation context.

Exceptions & Limitations:

- Classroom observations may not be scheduled during testing periods, special events, or other times that may cause disruption to the learning environment.
- If a request is denied or rescheduled, the parent will be notified with an explanation and offered alternative times for observation.