



INDIANAPOLIS CLASSICAL SCHOOLS CLASSROOM OBSERVATION POLICY

Indianapolis 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.
- If permission is granted by the Head of School, the parent must coordinate a time and date for the observation directly with the Department Chair. No observations will be scheduled while students are participating in assessments, quizzes or exams.
- The Department Chair will facilitate the class visit whenever possible. Contact information for the Department Chair will be provided by the Head of School.
- 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.
- 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 the Student Services Desk 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 Department Chair or teacher will provide the parent/guardian/custodian with the appropriate location to observe the classroom. The parent/guardian/custodian must sit where

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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.
- If a Department Chair is unavailable, another member of the school's administration may accompany a parent/guardian/custodian during a classroom observation.
- 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 Head of School.

I, the undersigned, have read and agree to abide by the terms of this policy.

Classroom to be observed: _____

Date of Observation: _____

Parent Name (Print): _____

Parent Signature: _____ **Date:** _____

ICS Administrator / Department Chair Initials: _____ **Date:** _____

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