

Brown International Academy, IB World School 2011-2012
Classroom Observation Procedures and Guidelines

- All parents, legal guardians, and guardians with physical custody of students must stop at the school office to secure a Visitor Badge to observe in a classroom. The badge will include the parent/guardian's name and the name of the classroom being visited. If multiple classroom visits are requested, the parent/guardian must return to the office to secure a badge for each classroom visit.
- Each classroom teacher will establish an observation chair for the parent/guardian.
- The parent/guardian will not communicate with or disturb the teacher or any student in the classroom.
- Parent/guardians must do their observations in the classroom- not at the classroom door.
- Following the observation, if a parent/guardian wants to conference with the teacher, the parent/guardian must make a request in the office (with the principal or assistant principal). The conference will be scheduled for another day.
- If a parent/guardian violates the procedures outlined above, the privilege of classroom observation will be rescinded by the principal.

Hamilton County School Board Policy 831.1- Visits to the School

The Board encourages parents and local citizens to visit the schools, and if during school hours, it is expected that school visitors will comply with regulations established by the administration, including reporting to the Main Office initially upon entering the building.

The school principal may deny classroom access to a parent, guardian, or other individual when, in the principal's judgment, such visitation could (1) be disruptive to the educational process in the room, and/or (2) cause emotional stress in one or more students in the classroom.

The administration reserves the right to utilize law enforcement agencies to remove any individual who is conducting him/herself in such a manner as to seriously interfere with lawful activities of the school. If this should occur, the principal will notify the Superintendent's office.

In the event of a serious disruption by a visitor, the School Board attorney will be contacted regarding action to be taken.

I understand the above guidelines and policies regarding classroom observation at Brown International Academy, IB World School.

Sign _____ Date _____