

HAMILTON COUNTY SCHOOL DISTRICT PARENT/GUARDIAN CLASSROOM OBSERVATION PROCEDURES

The Hamilton County School District encourages parents and guardians to be actively involved in the education of their children. We will make every effort to accommodate any reasonable request by a parent or guardian for educational assistance for their child(ren).

On occasion, parents ask to observe a classroom and, in most cases, those requests are granted. As we continue this practice, however, certain procedures must be followed for the protection of our students, faculty, and staff.

1. Any classroom observations by non-district staff require the approval of the principal or his/her designee.
2. Requests by non-district personnel, such as parents, guardians, and other visitors, to observe a classroom must be made a minimum of twenty-four (24) hours in advance. The principal will consult with the classroom teacher for confirmation of a date and time for the observation. No observations may occur during any scheduled teacher exams or standardized assessments.
3. Cellular telephones, video and audio recording devices are not allowed in the classrooms.
4. Once inside the classroom, observers cannot involve themselves in the classroom activities in any manner. Verbal and/or non-verbal communication with the teacher and/or the students (including the observer's child) is not allowed. Concerns may be addressed with the teacher and/or the principal at an appropriate time for all parties.
5. Observers are subject to all Hamilton County School Board policies, procedures, and all applicable state and federal laws.
6. Observers must sign in at the front desk, undergo a background check, and wear a visitor's pass while on campus.
7. Observers must be appropriately attired while on campus.
8. While on campus, observers are not authorized to visit other areas of the campus unless approved by the principal or his/her designee.

We welcome your involvement in your child's education and we greatly appreciate your understanding and cooperation in this matter.