

Early Childhood Learning Center

Where 'Little' is Great!

IUSD Preschool Observation Guidelines

Families and professionals are welcome to observe instruction or other school activities in accordance with IUSD guidelines for classroom observations. In order to prevent undue interference with instruction and other activities, the following conditions apply to observations:

- A request for observation shall be made at least two school days in advance, either directly with the teacher and/or an administrator.
- All classroom staff shall be informed of the observation at least one day in advance.
- All classroom observers must sign in at the front desk and wear a "visitor's" badge.
- No more than 2 observers may observe in a classroom at any one time.
- Classroom observers will be accompanied during the observation by a staff member.
- Observers shall be expected to control their movement and their remarks so that no teaching or learning is interrupted.
- Any questions or comments regarding the observation, etc. must be written down and/or saved to discuss with the teacher outside of instructional time.
- In the event that an observation unduly impacts classroom instruction or the children's ability to learn, the observer may be asked to reschedule the observation.
- A 15-20 minute observation is recommended as being most appropriate in our preschool learning environment. The duration of any observation shall not exceed 30 minutes unless otherwise authorized.
- The frequency of observation for parents and/or professionals of any individual student and/or class shall not exceed three times per year, nor more than once per month unless otherwise authorized.
- Observers will maintain confidentiality about the students and learning environment in which they observe.
- All Professionals conducting an observation, must provide a copy of the observation notes to the teacher. Stop by the front desk and ask to copy the notes after the observation.

I have read and understand the IUSD Preschool guidelines for classroom observation.

Signature

Date

IUSD - Head Start - School Readiness - Special Education - State Preschool



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