



School District of Pickens County

Building success beyond the classroom

Guidelines for Classroom Observations

In response to your recent request to observe a classroom, the School District of Pickens County will permit you to observe under specific guidelines outlined below. These guidelines will apply to all parents, agency representatives, consultants or other professionals selected by the parents/guardians, and others who are allowed to observe classroom instruction and activities.

1. Pre-scheduled observations are the norm. Under most circumstances, those who want to observe a classroom must advise the principal in advance of the date and time of the requested observation. Advanced notification is necessary so that school officials can determine whether a particular date and time may or may not be appropriate for the observation. For example, students may be involved in testing, a field trip or a change in scheduling. The district reserves the right to deny an observation which is not prescheduled unless there is a clear reason why such advance arrangements cannot be made.
2. As visitors to the school, all observers must first report to the front office and follow all sign-in and identification procedures. Generally, visitor/observers will be escorted to the classroom or other location they wish to observe. The district may also elect to assign a staff member or other person to accompany any observer throughout the observation period.
3. The length of any observation, as well as the number of observations, must be reasonable. The concern throughout is interference with the instructional process. If, by length or number of observations, there is a concern about interference or disruption of the educational process, observations will be denied, curtailed, or terminated.
4. Observers will sit in a designated place, generally at the back of the classroom, and will make no comments during the observation to the teacher, any child (including the observer's child), or anyone else who may be present. The observer will remain seated or stationary throughout the observation. Questions or concerns by the observer about what is being observed must be expressed outside the instructional period. Due to student privacy, no recording devices are permitted. Any failure to adhere strictly to this guideline will be considered interference with the instructional process and will result in the teacher or person in charge asking the observer to leave. Failure by an observer to honor immediately a request to terminate the observation and depart will result in a call by the teacher for further assistance from the school administration or SRO and may be the basis for denial of future observation requests.

Superintendent's Office

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www.pickens.k12.sc.us

If you are prepared to follow the above guidelines, which are applied to all observers, you may schedule the observation you wish to conduct by calling the school.

Thank you in advance for your cooperation and assistance. If you have any questions, please contact me.
Sincerely,

A handwritten signature in blue ink that reads "Danny B. Merck". The signature is written in a cursive style with a blue ink color.

Danny Merck, Ed.D.
Superintendent