

Pataula Charter Academy **Parent Observation Protocol**

Welcome to Pataula Charter Academy! Your parent/guardian request for a classroom observation is welcomed. PCA will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet we also recognize concerns for the welfare of our students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus. Therefore, we ask that the following educational protocol be respected.

We **require that observation requests be made in writing at least 24 hours in advance** to allow for proper arrangements to be made. (See attached request form.) No more than 2 parents/guardians may attend as part of a single observation group. **The school will respond to approve the request and confirm the date and time of the observation.** The following procedures will be followed to protect student learning during the observation:

1. **Who May Visit:** In order to ensure the safety and confidentiality of students, the right to observe a child will be limited to a current student's parent and/or legal guardians (children are not allowed, please make appropriate accommodations).
2. **Who May Be Observed:** The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented within the allotted time frame.

At no time should a parent's motive for or focus of a classroom visit be to observe another student in the classroom. If administration has knowledge that the focus of a parent's visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit that is in progress.

3. **Check-In:** Parents/guardians must check in the main office and obtain a visitors badge from the office staff prior to the observation period. Parents/guardians will also receive a card signed by an administrator granting them permission to observe a specific class period.

Unauthorized visits/observations are not permitted at Pataula Charter Academy. The presence or visitation of unauthorized persons in PCA facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

4. **Conduct During Classroom Visitation:** Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress.

Parents are expected to enter the class just prior to the beginning of the instructional period. Entering the class during the middle of the class can easily cause a disruption.

While visiting the class, the teacher will designate an area for parents to sit. (Parents are asked to **NOT** sit with their student as this could create an unnecessary disruption for others.)

Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with the students or the teacher. Unnecessary noise and/or movement must be kept to a minimum.

5. **Parent Questions/Comments:** Parents wishing to discuss the observation afterwards should schedule a conference with the teacher. Please do not interrupt instruction to discuss your observation. Teachers are not required to answer parent questions during class, transitions, or during their planning time the day of the observation.
6. **No Audio or Video Taping of Classroom:** Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Please silence your cell phone upon entering the classroom.
7. **School Administration:** The Principal or his/her designee may also be in the room during the parent observation in order to protect the learning environment of all students.
8. **Sign-Out:** When your observation is finished, please sign-out in the front office and leave the completed Parent Observation Comments and Contact Information sheet for the administrative team.
9. **Parents who fail to observe the stated guidelines during their visit may be asked to leave if their presence or conduct interferes with the orderly operation of the classroom.**

Parent Observation Request Form

Student Name	
Teacher/Class You Wish to Observe	
Reason for Requested Observation	
Date and Time You Request to Observe	
Parent Name	
Email address	
Phone number	
Parent Signature	

***To be Completed by PCA Administration

Administrator Approval	____ Approved ____ Denied
Reason for Denial (if applicable)	
Date and Time of Confirmed Observation	
Administrator Signature	

Parent Observation Comments and Contact Information

Student Name	
Teacher Observed	
Parent Name	
Email address	
Phone number	
Would you like to schedule a conference? If yes, When?	
What specific questions do you have for the teacher you observed today?	
Additional Comments	