



## **Classroom Observation Guidelines**

We're elated to have you visit our school, dynamic teachers and excellent programs! Please help us maintain our outstanding learning environment by kindly following these guidelines:

### **Before Your Observation:**

- ✓ Classroom observations require AT LEAST 24 hours notice with the classroom teacher. You may make an appointment by calling our School Secretary, Wendy Larson, at (510) 879-1510.
- ✓ The day of the observation, please sign in at the office, retrieve a name tag and wear the name tag until the end of the visit.
- ✓ Wait for the secretary to contact the teacher. The teacher will be informed that you are coming to the classroom. You may then go to the classroom.

### **During Your Observation:**

- ✓ Upon arrival to the classroom, find a comfortable place to observe.
- ✓ You may walk around the classroom, but please do not touch anything.
- ✓ Please do not interact with children or with the teacher, unless initiated by the teacher.

\*If you wish to speak to the teacher, leave a note with our School Secretary, Wendy Larson, with your name, phone number or e-mail address.

\*If you wish to speak with the Principal, Kyla Trammell, you may leave a message with Wendy Larson or use e-mail: [Kyla.Johnson@ousd.k12.ca.us](mailto:Kyla.Johnson@ousd.k12.ca.us).

Enjoy your visit!