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## **Sanders Memorial Elementary School**

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### **SMES Policy 1.5- Parent or Representative Observing Their Student in the Learning Environment**

All parents or representatives can observe THEIR child in the classroom. All parents requesting to observe THEIR child in the teacher's classroom **MUST** follow this protocol:

Parents or representatives that are interested in observing their child:

1. Must give a **48-hour notice** to teacher/administration.
2. They must conference with administration before the observation takes place. **Allocate 15min before the observation is to take place.**
3. During the observation, the parent or representatives will observe **only their child** in the classroom and not interact with anyone else, including the teacher. The parent or representatives is strictly there to observe.
4. The observation will last **no longer than 1 hour**, unless otherwise indicated by administration.
5. Once the observation is complete, **a conference will be scheduled within the next week by the teacher.** The teacher will offer 3 dates and times to the parent.

\*Updated on 6/17/2019



Sanders Memorial  
Elementary School:  
A STEAM Magnet