



Dr. LuShana Walden
Assistant Principal

Mrs. Holly Williams
Principal

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Assistant Principal

Classroom Observation Guidelines

Dear Parents/Guardians,

The faculty and administration of Timber Ridge Elementary welcome you to our school! We truly believe Timber Ridge Elementary has the best learning environment, and we thank you for your interest in the instructional program we offer to our students. We hope you will have a rewarding experience when you observe the classroom, one that provides you with a greater insight into the skills, professionalism, and dedication of our teachers. It is also our desire to ensure the instructional process is not disturbed. As such, we have specific requirements that we ask all visitors to follow when arranging a classroom visit and during their time in the classroom. We appreciate your cooperation with these guidelines and thank you for your interest in our instructional program. Most importantly, we are thankful for our partnership with you!

It is our wish that all visitors follow the guidelines below to ensure a visit that is insightful to you while also protecting the learning environment and preventing disruptions that are detrimental to learning.

- ✓ Visits should be arranged in advance by contacting your child's teacher or a TRE administrator.
- ✓ Once the request for a visit has been made, a specific date and time for the visit will be arranged.
- ✓ We will make every effort to ensure the visit occurs within a week of your request.
- ✓ Observations are not allowed if the selected classroom is involved in testing.
- ✓ On the day of your visit, please remember to arrive a few minutes early to allow time for check-in.
Given the learning schedule, we can only ensure that the visit takes place if you arrive on time.
- ✓ Visitors should bring a photo ID and sign in at the main office upon arrival.
- ✓ Visitors should enter the classroom at the pre-arranged, specified time.
- ✓ Visitors are asked to silence all electronic devices before entering the room.
- ✓ Visitors are asked to sit in the back of the room and refrain from interrupting the instructional process. *We ask that you limit your observation to 30 minutes.*
- ✓ For the safety of all children, no photos or videos should be taken of students when observing the classroom.
- ✓ At the completion of the observation, please sign out and exit through the main office.
- ✓ Visitors who wish to schedule a follow-up parent-teacher conference may leave their contact information for the teacher with an office clerk or an administrator before leaving the school.

Please do not hesitate to contact the school if you have any questions regarding the observation guidelines above.