

**Student Observation Procedure PreK-12**  
**Procedure (INS-P023)**

Clarksville-Montgomery County School System

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**1.0 SCOPE:**

- 1.1 This procedure outlines the process for student observations in the classroom by a Parent(s)/Legal Guardian.

**2.0 RESPONSIBILITY:**

- 2.1 Principals

**3.0 APPROVAL AUTHORITY:**

- 3.1 Level Directors

**4.0 DEFINITIONS:**

- 4.1 None.

**5.0 PROCEDURE:**

- 5.1 Request for student observations ([INS-F049](#)) must be submitted and approved by Principal or Principal Designee at least 24 hours in advance.
- 5.2 Observations are limited to no more than one hour or one class period per day and only one observer may be in attendance during that time.
- 5.3 Parent(s)/Legal Guardian will be escorted to and from classrooms by designated school personnel.
- 5.4 Parent(s)/Legal Guardian may observe only in a classroom where their child is in attendance.
- 5.5 Parent(s)/Legal Guardian will enter the classroom alone and quietly.
- 5.6 Parent(s)/Legal Guardian will sit only in the designated area throughout the observation.
- 5.7 If notes are taken during the observation, they will contain only information regarding their child in order to maintain confidentiality of other students in the classroom.
- 5.8 In order to eliminate distractions/disruptions of instruction, observer will refrain from asking questions or making comments to the teacher, their child, and/or other students while observing.
- 5.9 Parent(s)/Legal Guardian will adhere to the District dress code for students while observing in classrooms.
- 5.10 Parent(s)/Legal Guardian will adhere to the District cell phone policy which requires all phones and/or other electronic devices to be turned off and put away while in the

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classroom. (There is no video and/or audio recording allowed)

5.11 In accordance with the Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA), confidentiality of all students must be maintained at all times.

**6.0 ASSOCIATED DOCUMENT(S):**

6.1 [INS-F049](#) – Student Observation Request

6.2 [INS-A032](#) – Student Observations Pre-K-12

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/18/11		Initial Release
5/1/24	A	Changed Approval Authority from Elementary Level Director(s) to all Level Directors. Added a stipulation that video/audio recording is not allowed during student observations.

**\*\*\* End of Procedure \*\*\***