

Chantilly Montessori School

Classroom Observation Procedures

Background:

Chantilly Montessori School values strong parent involvement in our school. Research indicates that strong parent support and involvement leads to student academic success. Parents are encouraged to visit our classrooms to see firsthand the progress being made by our children and to learn more about the Montessori approach to learning. To ensure classroom work is not disturbed during visitations, please follow the procedures listed below:

Classroom Observation Procedures:

1. Contact the office (contact information: marjorie.frick@cms.k12.nc.us and jamiee.laymon@cms.k12.nc.us by email) **24-hours in advance** to schedule a classroom observation/visit. In addition, please notify the school if you plan to eat lunch with your child. **Ms. Jamie will notify the classroom teacher of the schedule observation.**
2. Limit observations/visits to **no more than 30 minutes.**
3. Please **turn off your cell phone and do not use it during your observation.**
4. Enter the classroom silently and be seated in the observation chair provided. **Refrain from moving this chair. Refrain from walking around the classroom** as this may disturb our children at work.
5. **Please refrain from speaking to your child,** other children, or the teacher to avoid interrupting their work. If a child approaches you to talk or share a material, please redirect them with a friendly nod and hand signal to resume their work.
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7. Please **do not step on the work rugs** you find on the classroom floor as children's works are on them.
8. Our classroom teachers are trained to remain focused on our children. Do not be offended if you are not greeted by the teachers.
9. In order to maintain an orderly classroom work cycle, please **do not bring younger children to classroom observations.**
10. If you have any questions, please email or call your teacher for a time to talk (before or after school) outside of the instructional day (9:15 am – 4:15 pm).
11. Please provide us feedback about your classroom observations via this form https://docs.google.com/forms/d/e/1FAIpQLSeBxj_y8MV6IVSgJbc8KGiNP6Nx2D55xE-wIB6w9qisaIDk7g/viewform

