

Procedures for Observations at Henry Barnard School (HBS):

1. Observer **procures Observation Request form**, either online or from the office at HBS.
2. Observer **completes personal information** on the form. (It's imperative that the e-mail address be checked at least daily, and that the phone number is one that the observer has regular access to, since this will be used to contact them with the proposed appointment time, which must be confirmed.)
3. Observer brings completed form to HBS along with ORIGINAL BCI report, checks in at the security window, then proceeds to the main office desk (second door on the right after security entrance).
4. Observer **gives office staff member BCI**, which will be immediately copied and returned. IF THERE IS NO BCI, the process stops at this point until one is procured.
5. With office staff member, Observer **reviews class schedule, identifying at least three times** when the desired grade level is engaged in the desired subject. (If the class to be observed is art, music, library, Spanish, technology education, or physical education, it will be noted on the chart. If it's a core subject, then the chart says when the class is NOT available because it's at one of the "specials" noted above.) **Times are noted** in first, second, and third preference boxes on form.
6. Observer is **free to leave HBS**. Office **staff will forward request to observe to classroom faculty**, who approve the time that works best, and return the form to the office.
7. HBS **office will contact Observer** by e-mail or phone to confirm which of the three appointments has been approved.
8. Observer **arrives on time and appropriately dressed** to observe on the appointed day.