**Agreement to the Rules for Observing an ER Class at SEG**

Please read the following rules carefully in advance. Unlike university or high school classes, our classes are conducted in rather small classrooms. The students are paying specifically for ER classes, and therefore we would like to make sure we create the best environment for the students. We request that you cooperate by observing the rules listed below. Thank you very much for your cooperation.

After you have read the rules carefully, please sign your name at the bottom of the page.

updated on 21/May2019

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| 1. | Please arrive at SEG at least ten minutes before the class starts. |
| 2. | If you are in a group of three or more people, please arrive at SEG at least 20 minutes before the class starts. |
|  | **If you come to SEG after the required arrival time, your permission to observe a class is automatically cancelled.** However, you may still be able to visit our library and an ER classroom that is not being used that day (if one is available). |
| 3. | Please see <http://seg.co.jp/company_info/access/> and if necessary print a copy of the map in advance. |
| 4. | Please don’t use your smartphone while observing a class. This means that your phone should be completely out of sight during the whole class. |
| 5. | You may use your smartphone only during the break, and only in the corridor outside the classroom. |
| 6. | Please observe silently. If you are in a group, please don’t speak to one another while the class is in session. |
| 7. | Please don’t take photos or videos. |
| 8. | Please don’t enter or leave the classroom while the class is in session. |
| 9. | Please don’t speak to the students without permission from the teacher. |
| 10. | Please try to sit or stand where you won’t disturb the students or make them feel that they are being watched. This rule applies both when the students are reading individually and when they are doing a “shadowing” activity. |
| 11. | If you want to look at the students’ orange reading record books, please ask the student’s permission first. Also, if you want to look at the record books, please don’t look at just one student’s book, but try to look at all the students’ record books. This will avoid putting pressure on a single student or creating feelings of inequality among the students. |
| 12. | If you happen to know any students personally, please don’t make contact with them unless their parents have asked you to do so. |
| 13. | Please don’t focus your attention on one particular student. If you attend as a group, different members of the group should observe different students. |
| 14. | Please don’t ask the teacher any questions in front of the students during the class time or break time. Please ask questions after the class or by email later. |
| 15. | Please dress appropriately when observing a class. Please refrain from wearing perfume or cologne with a strong odor and from wearing shoes that could make noise when you walk. |
| 16. | When taking notes, please do it unobtrusively, so that the students won’t feel that they are under pressure. |

**If you are unable to follow these rules, you may be asked to leave the classroom.**

Thank you again for your cooperation. Please sign the statement below.

I have carefully read SEG’s rules for class observations and agree to follow them.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_