

# POLICY \_\_\_\_\_

PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

COMMUNITY  
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## 9151 – CLASSROOM OBSERVATION FOR SPECIAL EDUCATION STUDENTS

In accordance with the Individuals with Disabilities Education Act (“IDEA”), and the New Jersey implementing Regulations, i.e., N.J.A.C. 6A:14 et seq., the Board of Education encourages and welcomes parents and visiting evaluators to observe a student’s classroom or educational placement for purposes of determining a student’s special education eligibility and required accommodations and/or services.

A “visiting evaluator” is anyone that is not an employee of the Pequannock Township School District (“District”) who is hired to provide evaluative services, whether purchased at public or private expense, to a District student for purposes of an initial evaluation or reevaluation for special education eligibility.

The parent(s) of a student and/or the visiting evaluator must schedule a classroom or educational placement observation with the District. Should the parent(s) and/or visiting evaluator arrive at the student’s school without a scheduled observation time, the Superintendent or building principal will direct the parent(s) and/or outside evaluator to schedule an appointment for a later date.

A parent-visitor wishing to observe a student must provide a request to the building principal in writing at least forty-eight (48) hours in advance and receive confirmation of the scheduled observation. A parent-visitor must also provide a rationale as to the purpose for their observation. Observations are considered for parent-visitors to assist in the determination of a special education placement or change in program. The building principal may postpone or deny a request for an observation if it is not warranted and may be intrusive to learning.

Parent observations shall be limited to a one-time visit per child of thirty (30) minutes or the determined time required not to exceed the equivalent of one class period during the school day, in order to avoid disruption of the learning process. The building principal, after consulting the affected teachers, shall notify the parent-visitor of his/her approval or disapproval of the date and time of the observation. Parent-visitors shall be escorted by a case manager or other appropriate District personnel. Should the parent-visitor wish to confer with staff following the observation, he/she must make arrangements for a conference at a later date with the staff.

Observations conducted for the purpose of an evaluation by an outside evaluator must be scheduled at least one week in advance and the outside evaluator must submit a CV to and be confirmed by a case manager or other appropriate District personnel. Outside observations shall be scheduled for the determined time required, not to exceed two (2) class periods.

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The outside evaluator will be escorted by a case manager or other appropriate District Personnel. Any questions following the observation must be put in writing to the case manager or the outside evaluator can make arrangements for a conference at a later date.

Upon arrival, the parent(s) and/or outside evaluator shall immediately report to the main office to register their entry and state the reason for their visit. The parent(s) and/or outside evaluator will be issued a visitor's pass from the school office and will be expected to display it conspicuously.

The Superintendent and building principal each possess the authority to prohibit the entry of any person to District schools or to expel any person when there is reason to believe his/her presence would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Any parent or outside evaluator granted permission to observe a District classroom or educational placement shall keep confidential all incidental observations of District students whom are not the subject of the observation. The parent(s) and/or outside evaluator shall further keep confidential any information about and identifying characteristics of District students whom are not the subject of the observation.

34 C.F.R. § 300.310

N.J.A.C. 6A:14-2.5(c); 6A:14-3.4; 6A:14-3.8; 6A:14-4.1(k); 6A:14-7.6(g).

Adopted: 12 November 2018