

Council Rock School District Observation Procedures

Pre Observation Procedures:

- Complete an **Observation Request Form** and submit it to the school principal, no less than 48 hours prior to the requested observation.
 - Include specific goals for the observation and at least two proposed observation dates on the Observation Request Form
 - Sign the **Confidentiality Agreement** on the Observation Request Form
- Limit observations to no longer than 1 hour.
- Limit observations to no more than 1 per month per student (unless otherwise specified and approved by the principal and/or sp.ed. supervisor)
- Be flexible if alternate observation dates and times are requested.
- Confirm all observations with the principal who will coordinate observation dates and times with teacher(s) and other CRSD staff.

Observation:

A member of the student's educational team (such as the principal, supervisor of special education, or behavior specialist) will accompany ALL visitors during observations of students in special education or general education settings. The classroom teacher will show observers where they can sit during the observation.

To get a "true picture" of student's typical school performance, observers are encouraged to be as unobtrusive as possible. Observations are neither the time to talk with teachers or other staff nor the time to interact with students. Questions, comments, or concerns can be shared with teachers via email or phone following the observation and through completion of the **Program Observation Form**.

Observers are reminded that the confidentiality of ALL students is protected by state and federal statutes. Therefore, ALL observers will be required to sign a Confidentiality Agreement on the Observation Request Form. Observers are reminded to focus observations on the target student and not to talk about any other student they may see during the observations even to that student's parents. Individuals who violate the confidentiality rights of any student(s) will forfeit the right to future observations.

Post-Observation:

Following all observations, observers will complete a Student Observation Form. The form will be reviewed by the staff person who accompanied the observer and a copy be made for the teacher.