

## **INDEPENDENT SCHOOL DISTRICT NO. 111 OBSERVATION GUIDELINES**

At Watertown-Mayer Public School District #111, we value collaboration with outside providers to ensure the best possible support for our students. We understand that outside providers may request classroom observations to better understand the educational programming for a child with an Individualized Education Program (IEP). While we are committed to accommodating such requests, our priority remains maintaining a conducive learning environment for all students.

### Observation Request Process:

1. All requests for classroom observations must be submitted at least two weeks in advance using the Classroom Observation Form.
2. Observers must also complete and sign the Classroom Observation Confidentiality Acknowledgement Form.
3. Guardians/Parents will be informed in advance of any non-school personnel observations and must provide written permission for the observation.
4. Guardians/Parents must complete a current release of information from all non-school personnel agencies/organizations for observation purposes.
5. Observers are required to adhere to Watertown Mayer building security guidelines, including signing in at the front office and wearing a provided name tag.

### Scheduling and Duration:

1. School administration will establish the time, duration, and frequency of classroom observations.
2. Observers will be provided with a specific observation schedule and time frame.
3. Observation duration will generally not exceed one hour, and may be limited further based on the specific purpose and staff availability.
4. Any need for follow-up discussions with teachers must be scheduled separately from the observation.

### During the Observation:

1. Observers must be accompanied by a staff member during the classroom observation. If needed, a staff member from the special education department may be contacted to assist.
2. Notes taken during the observation must be shared with the building administrator.
3. Discussion/written documentation should focus solely on the approved student for observation, and all observations are considered private data.

4. Digital recordings or photographs are not permitted during the observation.

Follow-Up and Implementation:

1. Any suggestions for interventions or programming will be reviewed by school staff, with determinations on implementation based on identified student needs and appropriateness within the educational environment.

Rescinding Observation Privileges:

The Watertown Mayer Public School District reserves the right to rescind observation privileges if individuals do not comply with established guidelines or if observations disrupt the educational environment, as determined by the building principal.

**Agreement:**

**By signing below, I acknowledge that I have reviewed and agree to abide by these guidelines for the requested observation.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Observer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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This document aims to provide clear and concise guidelines for classroom observations while ensuring the confidentiality and integrity of the educational environment.