

## Observations by Private Providers - Student Not Currently Enrolled – Exhibit B

1. All visitors to schools must sign in at the main office and follow all school rules regarding identification of their status as a visitor (i.e. wear a visitor badge or sticker).
2. Private providers are prohibited from using their presence in a classroom for any commercial purposes, including, but not limited to, using information gained in an observation to solicit business.
3. Any private provider observing a special education student must be accompanied by a Special Education Supervisor, Program Coordinator or supervising teacher at all times.
4. The other students in the classroom have a right to privacy that must be respected. Private providers must agree that they will not disclose information about other students during the course of the observation in any forum.
5. Staff will never provide information about a student to observers, absent express written consent to do so from the student's parent/guardian. As such, staff are unable to provide any context for specific student/teacher interactions and will not respond to questions that relate to other students.
6. Observations are just that, observations. They are not times to ask questions of staff or to engage staff in a dialogue about the student they are observing. Staff must be focused on meeting the needs of their students during the school day. If a parent wishes to have a dialogue about what their private provider observes, the appropriate venue for that conversation is a meeting, and for special education students, an IEP meeting.
7. If at any time the private provider's presence becomes disruptive, or the private provider takes actions contrary to these guidelines, either a school administrator, or in the case of observations of special education students, the Special Education Supervisor, Program Coordinator or supervising teacher, will terminate the observation.

I, \_\_\_\_\_, am a private provider working for \_\_\_\_\_.

I have read the above guidelines, and I understand and agree abide by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_