

It can be helpful to see the child in a variety of settings and therefore we will provide access for observation for a parent or guardian. To the maximum extent possible, non-district individuals are asked to obtain required observational information from opportunities outside the school program and school environment.

#### General Policies:

1. An exchange of information must be signed by the parents/guardians prior to any individual(s) observing any school-based program.
2. Generally, all observations are scheduled with the site principal or designee at least 72 hours (three business days) in advance, including the reason for the observation. By knowing the specifics of the observation, school staff can schedule the observation at a time when student issues and concerns can most likely be viewed.
3. All observations are hosted by a district staff person. The district staff person shall escort the individual who requested the observation and shall also make observational notes of the visitation.
4. District staff may place a limit on the number of persons allowed in the classroom at one time and to two observations per month.

For pupils with disabilities, the Director of Student Services shall have the authority to grant/deny requests.

Individuals requesting an observation shall conform to district policies and procedures. It is necessary to limit outside observations of school-based programs for the following reasons:

1. Confidentiality.
2. Impact on the learning environment.
3. Additional stressors on students in the learning environment.
4. School safety.

#### Limitations:

1. Observation is for a specific pupil, and information about other children cannot be shared, nor

used as a basis for placement, diagnosis, or programming specific to other children.

2. Specific areas of concern that form the basis for the observation must be shared with the school administrator or school contact person prior to the observation. If a specific standardized observation measure is to be used, the name of the test must be shared along with documentation by the parent authorizing the use of the testing instrument/observational checklist.
3. Generally, observations are for no more than 30 minutes and no more than two observations per month, unless preapproved by the Director of Student Services.
4. In no way may the observation of a specific child be used as an evaluation of any school staff person.
  - a. All evaluations of district staff are conducted by district administrators and are subject to strict district policies. In the event an observer has any comments regarding the performance of any staff person, either positive or negative, these comments shall be provided to the supervisor as necessary and appropriate. This information shall not be included in any written report.