

Palmyra Area School District

No. 131

SECTION: PROGRAMS

TITLE: CLASSROOM VISITATION /
OBSERVATION POLICY

ADOPTED: January 15, 2009

REVISED:

131. CLASSROOM VISITATION / OBSERVATION POLICY

1. Purpose

Parents and guardians are welcome to visit/observe their child in the educational setting at Palmyra Area School District (PASD). Expectations have been put into place in order to minimize the potential disruption to learning, both for the child being observed and for other children in the classroom. When a parent/guardian, or other visitor, fails to adhere to these expectations (or fails to adhere to the building rules and any applicable policies), PASD administration reserves the right to limit or deny a parent's/visitor's access to a particular school and/or classroom.

The visitor expectations are identified as follows:

1. All visitors (including parents/guardians) must agree to sign an annual confidentiality agreement, valid for the duration of that school year. This agreement states that anything viewed during the visitation, not specific to their child (including the identification of other students served in the classroom), is considered confidential information and may not be disclosed.
2. Visitations must be scheduled in advance, not less than 24 hours prior to the event, with the classroom teacher. A visitation is defined as visiting the classroom to participate in a particular activity.

Observations must be scheduled at least one week in advance with the program supervisor. An observation is defined as spending time in the classroom for the purpose of observing or collecting data regarding a child in the educational setting. If a parent/guardian is unclear whom to contact, he/she is encouraged to ask the classroom teacher for that information. Requested times for observation cannot be scheduled with the classroom teacher. Unless a meeting with the teacher is also arranged, these classroom observations do not include an opportunity for the visitor to converse with the teacher while the teacher has other duties.

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3. Visitations/observations must be approved by the building principal with the agreement of the classroom teacher.
4. The acceptable length of time for a visitation will vary and must be approved by the classroom teacher (prior to the visitation) based upon the activity. Observations, however, cannot exceed two hours in duration without a pre-identified, specific purpose that requires a need for an extended stay. An estimated length of stay will need to be identified when the observation is scheduled with the program supervisor; non-specified lengths of stay will not be approved. Visitors will not be permitted to stay and/or observe beyond the time agreed upon.
5. If a visitation or observation is deemed disruptive for any reason, the visitor(s) will be required to immediately leave the classroom and/or school building.
6. The use of videotaping/voice recording during a visitation and/or observation is not permitted out of respect to the privacy laws that serve to protect students and their families.