**KEYSTONE OAKS SCHOOL DISTRICT**

**Policy Guide**

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<th>Policy No.</th>
<th>907-A</th>
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<td>CLASSROOM VISITATIONS</td>
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**POLICY NO. 907-A**  
CLASSROOM VISITATIONS

1. **Purpose**

Keystone Oaks School District promotes parent involvement in the educational process of their children. The district is also obligated to protect the rights of confidentiality and privacy for students in classrooms. The school district recognizes safety and security of the students and staff as well as minimal disruptions with the educational process as a priority.

Keystone Oaks School District classroom visitations and observations may occur provided the procedures by the district are followed.

2. **Authority**

The Superintendent of the Keystone Oaks School District or designee will oversee the implementation of the procedures set forth regarding a parent’s request to visit and observe their child in a classroom or a child.

3. **Definitions**

**Educational Consultants** – Individuals who are contracted through the school district to provide an educational service to the students, staff and administration.

**Visitors** – Any individuals who are not current employees or current students of the Keystone Oaks School District.
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Individuals Disability Education Improvement Act (IDEA) – Federal Law which governs the provision of special education services and the rights of parents of a child with a disability. This law protects the privacy and confidentiality rights of students with special needs.

Section 504 of the Rehabilitation Act of 1973 Federal law that protects the rights and confidentiality of students who qualify for services under Section 504-medical and educational information and records.

Pennsylvania Regulations - Regulations issued by the Pennsylvania Department of Education that protect the privacy and confidentiality of all information written, verbal, and observational regarding a student with special needs.

Due Process – The legal procedures that parents or the school district can use when there is a disagreement regarding the educational programming on placement of a student with a disability. A parent is informed of this right by written notice, which describes the options of a pre-hearing conference, a formal hearing and appeals.

Disclaimer – A form which holds a parent accountable for the confidentiality and privacy rights of all students being observed in a classroom.

Parent – A student’s natural parent, adoptive parent or natural guardian.
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4. Policy

Parents of children in the school district, college students/supervisors and any others who may visit and observe students in the classroom must follow the appropriate procedures that have been adopted by the school district in making a request to observe a student in the classroom. Parents, college students/supervisors and any others who may request to observe a classroom will be required to sign a disclaimer that holds the parent(s), college students/supervisors and any others observing a child accountable for the confidentiality and privacy rights of all students in the classroom. The district will determine by following the procedures whether approval for a classroom observation will be granted.

Any person intentionally obstructing, impairing, or preventing a governmental function of the school district, including interference with any classroom situation, by force, violence, physical interference, or obstacle, or any classroom situation, by force, violence, physical interference, or obstacle, any unlawful act, may be persecuted under Section 5101 of the Pennsylvania Crimes Code.

5. Classroom Visitation Administrative Procedures

The following procedures have been set forth and adopted by the school district to ensure confidentiality and privacy rights of students guaranteed by the IDEA, Section 504 and the Pennsylvania regulations, the safety and security of all students and staff, and result in minimal disruption of the instructional process. The Superintendent and Building Principal(s) have the authority to approve the entry of a parent to a school and/or classroom by the following procedures:
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1. Parents of students and college students/supervisors must make a formal written request to visit and observe a classroom to the Building Principal. The written request should include the child’s name, classroom grade and teacher, and the purpose of the request to visit and observe the student in the classroom setting.

2. If parents are making the request to observe their child in the classroom, the Principal will then send a letter (excluding the names of the parents who are making the request to observe) with a permission form to all parents who have a child within that particular classroom. Each parent will be required to sign and date the permission form that they either approve or disapprove of the visit/observation request being made by the parent. If the permission form is not returned by a parent in the classroom stating approval for the parent to observe their child, the district must view this as disapproval since a signature is required for approval. The act of signature and approval or disapproval protects the confidentiality and privacy rights of all students, ensures safety, and supports minimal disruption of the instructional day. Therefore, there must be a 100% “yes” response rate for a parent(s) to be permitted to observe their child in the classroom.

If disapproval is returned or if one letter is not returned with appropriate signature with an approval or disapproval, then the parent’s request to observe their child in the classroom will be denied by the school district.
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<td>If all letters are returned from the parents with approval, signature and date the school district will permit the parent making the request to visit/observe their child in the regular and/or special education classroom(s).</td>
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3. If the parent making the request to visit and observe their child in the classroom is granted permission by the district, the parent, the Building Principal and the classroom teacher will hold a meeting within one week to mutually decide the date, time, and length of stay for the observation. When a parent is observing in a classroom, an administrator will also be in the classroom observing at the same time as the parent.

The parent will also at this time be required to sign a disclaimer form to ensure the protection of confidentiality and privacy rights of all students in the classroom.

4. While the parent is observing their child in the classroom, the parent is not permitted to enter into a discussion with the teacher(s), other professional staff, his own child or other students in the classroom. The parent is not permitted to ask questions or make comments at this time except at the request of or with approval of, the classroom teacher.

5. An administrator will be present with the parent in the classroom during the observation of their child.
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6. Parents who want to conduct in-depth discussions with teachers, other professional staff or administrators after the observation of their child must make an advance appointment for a mutually convenient time. Such appointments will be made through the Building Principal Offices.

7. All parents must sign-in at the main office of the school before observing or visiting a classroom.

8. All parents will be issued a visitor’s tag, which will be displayed in a clearly visible manner when visiting the school and/or observing a child in a classroom. The visitor’s tag will be returned to the school office when the visitor has concluded her/his visit. All parents will then sign-out when the visitation/observation has concluded.

9. Staff is to report any unauthorized individuals who are in the school and/or classroom to the office immediately.

10. Building administrators may limit the number of classroom visitations when, in their judgment, the frequency of visitations is disruptive to the learning environment.

11. Educational Consultants (i.e. AIU, Watson Institute, etc.) are permitted to observe students for their educational expertise and input in supporting students with special needs in our classroom.
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6. Forms Included

Appendix A

Disclaimer Confidentiality and Privacy Form
(Signed by the parent who will observe their child in the classroom.)

Appendix B

Classroom Visitation Request Form for Parents

Appendix C

Parent Visitation/Observation of Special Education and/or General Education Classroom(s) Form

Appendix D

Classroom Visitation Request Form for College Students/Observers

Appendix E

Parent Permission Form