

Student Observation Procedure PreK-12

Procedure #INS-P023

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for student observations in the classroom by a Parent(s)/Legal Guardian.

2.0 RESPONSIBILITY:

- 2.1 Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Elementary Director

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Request for student observations (INS-F049) must be submitted and approved by the Principal or Principal Designee at least 24 hours in advance.
- 5.2 Observations are limited to no more than one hour or one class period per day and only one observer may be in attendance during that time.
- 5.3 Parent(s)/Legal Guardian will be escorted to and from classrooms by designated school personnel.
- 5.4 Parent(s)/Legal Guardian may observe only in a classroom where their child is in attendance.
- 5.5 Parent(s)/Legal Guardian will enter the classroom alone and quietly.
- 5.6 Parent(s)/Legal Guardian will sit only in the designated area throughout the observation.
- 5.7 If notes are taken during the observation, they will contain only information regarding their child in order to maintain confidentiality of other students in the classroom.
- 5.8 In order to eliminate distractions/disruptions of instruction, observer will refrain from asking questions or making comments to the teacher, their child, and/or other students while observing.
- 5.9 Parent(s)/Legal Guardian will adhere to the District dress code for students while observing in classrooms.
- 5.10 Parent(s)/Legal Guardian will adhere to the District cell phone policy which requires all phones and/or other electronic devices to be turned off and put away while in the classroom.
- 5.11 In accordance with the Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA), confidentiality of all students must be maintained at all times.

6.0 ASSOCIATED DOCUMENT(S):

- 6.1 INS-F049



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6.2 INS-A032

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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9.0 FLOWCHART:

11.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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