

## **STAMFORD PUBLIC SCHOOLS**

### **Special Education Services**

### **Classroom Observation Protocol**

The Stamford Board of Education encourages parents to participate in their children's education. The Board also takes seriously its obligation to educate students in an environment conducive to learning, and recognizes the importance of maintaining a learning environment that is free from distractions and disruptions. In order to balance its obligation to operate and maintain a safe school environment that promotes learning, with the importance of meaningful parental participation, the Board permits parents to observe their children in the classroom in accordance with this policy.

For purposes of this policy, the term "observer" means an outside provider or parent and/or guardian. An observer's right to observe extends only to the requested student.

All requests for observations shall be made to the principal of the building. The parent shall inform the principal of the reason for the observation, the classroom or settings being requested to be observed, and who the observer will be. The school principal or his/her designee will work with the observer to schedule a mutually convenient date and time for the observation. All observations shall be limited to one half hour or one class period. If the observer has a legitimate reason for needing additional observation time, such request shall be made in advance, and the building principal shall have the discretion to grant such request. If for any reason the building principal denies or limits the request for the observation, he/she shall provide an explanation for the reason for the denial or limitation and shall seek alternate ways to provide to the observer the information being sought by the observation.

In order to avoid disruption of the classroom environment, the number of people observing a student at any one time shall be limited to two persons. In addition, the building administrator or his/her designee will accompany the observer(s) at all times during the course of the observation. The observer(s) shall report to the main office and sign in upon arrival, and wait in the main office for the staff person who will accompany the observer. The observer(s) shall comply with all building sign-in and identification requirements.

The Board expects that observers will be respectful of the instruction that is occurring in the classroom. Observers must turn off all cellphones, sit quietly, and not engage the students or staff in conversation. No audio or video recording or photos are permitted. Observers will be required to sign and comply with a confidentiality agreement prior to the observation. If at any point, the observation becomes disruptive to the educational process, the school staff may end the observation. Once the observation has concluded, the observer(s) shall sign out in the main office and leave school grounds.

An observer should not expect to conference with the student's teacher before, during or after the observation, as the teacher has responsibilities for a classroom full of students. Instead, the parent or guardian may schedule a separate appointment to meet with the teacher and/or PPT Team at another time.