

REQUESTS FOR CLASSROOM OBSERVATIONS

9241 REQUESTS FOR CLASSROOM OBSERVATIONS

The Board of Education recognizes that the parents or legal guardians of students, and their representatives, have the right to observe their child's current or prospective educational program and classroom setting in limited circumstances, as part of the establishment / monitoring / enforcement of an Individualized Educational Program, or where the building Principal or Executive Director of Special Services believes that health, safety or educational concerns support such a visit. The Board also recognizes its obligation to minimize disruption of the educational process for all other students, and the need to balance these concerns. Therefore, classroom visits will be permitted on a limited basis balancing these rights and interests, consistent with the terms set forth in this Policy and Board Policies 9150 and 9240.

A parent, guardian or representative wishing to observe any current or prospective classroom setting must submit a request, in writing, to the Executive Director of Special Services at least ten (10) school days before the requested visitation date, specifying the program, class and time period for which such visitation is sought. The Executive Director of Special Services, in consultation with the building Principal and the affected teaching staff members, will review the request, determine if the visitation is warranted under the student's individual circumstances, and whether such visitation can be accomplished as requested without undue disruption to the education program of the student and/or other students. The district, via the Executive Director of Special Services, reserves the right and discretion to make such determinations, and to reschedule or otherwise adjust the requested visitation in a manner which will not be unduly disruptive. The Executive Director of Special Services will confirm with the parent, guardian or representative whether the requested visitation is acceptable as requested or whether it will be rescheduled or otherwise adjusted. The approved time, date and location will be confirmed in writing.

At the time of the approved visitation, the parent, guardian or representative shall follow all procedures set forth in Policy 9150 regarding visitors to the schools, including main office check-in, presentation of identification, and all other building-level procedures. The parent, guardian, or representative will be accompanied to the classroom or other setting by the Executive Director of Special Services, Principal, or an administrative designee, who will be present throughout the visitation.

No classroom observation under this Policy shall exceed forty-five (45) minutes in length, and the parent, guardian or representative shall be positioned inconspicuously in the classroom or other setting at the direction of the district representatives to minimize disruption to the educational process or distraction of teaching staff members or students. The use of recording devices, interruption or questioning of staff or students, talking or commentary at a volume audible by staff or students shall be strictly prohibited. The



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parent, guardian or representative must keep confidential any information attained during the visitation, other than information specifically relative to their own child. This includes the names of any other students in the classroom and, the activities undertaken, discussions held, question/comments made, and instructions provided to any student other than the student on whose behalf the parent, guardian or representative is present.

At the conclusion of the visitation, the parent, guardian or representative shall quietly exit the classroom and leave the building consistent with Policy 9150. Questions and comments regarding the classroom setting or other educational setting may be sent in writing to the Executive Director of Special Services, who will respond after conferring with appropriate staff members.

N.J.S.A. 18A:11-1; 18A:17-42; 18A:20-1; 18A:20-34; 18A:35-4.6 *et seq.*

N.J.S.A. 2C:18-3

N.J.A.C. 6A:14-1.1 *et seq.*; 6A:32-7.1; 6A:32-7.5

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