

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT
WENHAM, MASSACHUSETTS**

Policy

**Observations of Students and Programs
by Parents, Advocates, and other Designees**

I. Policy

The Hamilton-Wenham Regional School District recognizes that from time to time parents of students in the District will request the opportunity to observe their child's educational program or a program that has been proposed for their child. The District's procedures for facilitating observations of students and programs are as follows:

1. Observations must be scheduled in advance and approved by the building principal.
 - a. A request to observe a child (or a program proposed for the child) must be made at least ten (10) school days in advance of the proposed observation. The Principal should ensure that the Director of Student Services is notified immediately.
 - b. The observer must be accompanied by a staff member of the Principal and the Director's choosing (such as a school administrator or designee) at all times during the observation.
2. Observations are generally limited to two (2) hours, with the start and end times clearly specified to the parent prior to the observation.
3. If the parent's observer is not the parent, the parent should be provided with a release of information form for signature prior to the observation, and the parent shall provide the District with a copy of the observer's curriculum vitae prior to the observation.
4. The number of observers is limited to one (1) per observation, although a parent may accompany the observer during the observation.
5. The observer is not to interfere with the educational environment of the classroom. If the observer is disruptive or inappropriate the observer will be asked to leave immediately and the observation will be discontinued.
 - a. The parent should be informed that his/her presence might influence the performance of their child, as well as the performance of other children.
6. The observer will be asked for a copy of his/her observation notes immediately following the observation.
7. The observer, accompanied by a member of the school staff, should be given the opportunity to meet with the teacher(s) before or after the class to discuss the student, for a period not to exceed 15 minutes, if feasible.

8. The accompanying staff member will seat the observer (in consultation with the teacher) in an unobtrusive location within the classroom.
 - a. The observer may not have access to confidential information regarding other children, including but not limited to grade books, papers, and individualized education plans (IEP's).
9. The accompanying staff member should take observation notes during the observation period, and note anything non-typical that occurs during the observation. If the observation notes made by a staff member are reduced to a written report, said report shall become part of the temporary student record.

II. Policy Review and Revision

Review and revision of this policy and procedures shall occur as needed, but at least every two (2) years.

III. Legal References

M.G.L. c. 71B, and 603 C.M.R. 28.07 (Parental Involvement)

IV. Approval

First Reading: October 5, 2006

Second Reading and Adoption: November 2, 2006

Approved: November 2, 2006

Vote: 8-0-0

Chairperson, HWRSD School Committee: Donald E. Gallant
Signature on File in Superintendent's Office