

PARENT OBSERVATIONS IN CLASSROOMS

The Agawam Public Schools believes parents are important partners in educating students and welcomes parental participation in determining a child's appropriate educational program. To that end, we open our classrooms to parents or a *parent representative who want to observe a child in the school setting.

The following procedures shall be followed when an observation is requested:

1. All requests to observe a child in school shall be responded to in a timely manner;
2. All observations must be scheduled through the building principal;
3. Observations during MCAS testing or the first or last several weeks of school are highly discouraged and will generally not be scheduled;
4. The parent and/or parent representative will discuss the purpose(s) of the observation with the principal prior to the observation being scheduled;
5. The observation will be scheduled at a mutually agreed-upon time and date after consultation with the classroom teacher(s);
6. The principal and parent/parent representative shall determine the parameters of the observation;
7. The duration and extent of the observation shall be determined on an individual basis;
8. The parent or parent representative must report to the school office (as do all visitors) as part of the School District's Safe Schools Program. The parent or parent representative will be directed to the classroom by the administration. The principal or his/her designee(s) may accompany the parent or parent representative during the observation;
9. The parent or parent representative must sign the attached Observation Agreement so that both the School District and classroom parents have assurance that information concerning other students' education remains in the classroom and is not discussed publicly;
10. The parent or parent representative may only observe a classroom in which the parent's child is enrolled and in attendance that day or in a specific program proposed by the School District for the child;
11. The parent or parent representative must be a silent observer at all times and not interrupt or disrupt the educational process in the classroom;
12. The parent or parent representative must refrain from using the observation to critique or evaluate teacher performance;

13. The parents or parent representative may schedule a time to meet with the teacher(s) or administrator(s). The principal or his/her designee(s) has a right to be present at all parent-teacher meetings;
14. The principal has the right to limit the number of parent observations in a school setting.

OBSERVATION AGREEMENT

Parent observers in classrooms, and their designees, are required by law to maintain confidentiality of all information about students in the class. As an observer, you will have the opportunity to see students in a variety of interactions. By signing this statement, you are acknowledging your understanding of this confidentiality requirement.

I have read the Agawam Public Schools outline of procedures regarding “Parent Observations in Classrooms” and agree to fully abide by all terms therein.

I also agree to maintain strict confidentiality regarding information or observations about all students in the classroom where I am observing.

I further agree that the observation of the child is in no way an evaluation of staff performance.

(Parent or Designee Signature)

(Date)

* For the purposes herein, parent representative means an independent evaluator, educational consultant, or an individual who preferably holds certification or licensure from the Commonwealth of Massachusetts in a field directly related to the child’s educational program.