

## **Classroom Observation and Visitation Procedures**

The Littleton Public Schools work collaboratively with parents/guardians and/or their designees who wish to have the opportunity to observe a student's education program.

### **If a parent/guardian or designee wishes to conduct an observation, the following procedures shall be followed:**

- To schedule an observation, the parent/guardian shall contact the building principal and provide options for the date of the observation, as well as information about the activities/instruction most interested in observing. Please be advised that there may be certain times of the year such as when the MCAS is being administered that the district generally will not schedule observations due to the disruption the observation would cause during these particular time periods. If the observation is requested during one of these time periods, the principal will work with the observer to find another mutually agreeable time for the observation.
- If someone other than the parent/guardian will be observing, the parent/guardian should indicate the name of the person who will conduct the observation and the affiliation of that person to the child and/or parent/guardian.
- The building principal will discuss with the parent/guardian and/or designee in advance of the observation a reasonable time allotment for the observation. The observer will be able to observe both academic and non-academic activities if requested. Observation times will be determined on an individual basis depending on the circumstances of the particular student and/or program to be observed.
- The Littleton Public Schools is responsible to ensure the safety of its students at all times. If, in the opinion of the school district, the observation threatens to compromise the safety of the students in the observed classroom/program, the integrity of the program during the observation or if there is the threat of disclosure by the observer of confidential or personally identifiable information, the building principal may impose reasonable limitation and restrictions on the observation. The building principal will discuss these concerns with the observer prior to the observation and will make reasonable efforts to work with the observer around these issues to ensure a safe and productive observation. Any limitation and restriction imposed pursuant to this paragraph will be done on a case by case basis.
- The Littleton Public Schools may exercise its discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school, classroom or program being observed.

### **While observing, we require that the following protocol be respected:**

- Upon arriving at the school, the observer should report directly to the main office. A school or district staff member will accompany the observer at all times while in the building.
- While visiting the classroom, staff will designate an area for the observer to sit. Once in the classroom and seated, the observer is required to remain seated and refrain from interacting with the students or the teacher. Unnecessary noise and/or movement must be kept to a minimum. Please, no side conversations.
- Picture-taking, video and/or audio recording by the observer is prohibited. Electronic devices which could be used to take pictures, video or audio recordings must not be visible during the visit. Cell phones must be turned off for the duration of the visit.
- Maintaining the confidentiality of other students and staff is of the utmost importance. The observer must not discuss and/or use other students' name, disabilities, behavioral/social/academic performance observations or any personal information about the other students, whether orally or in writing.
- Please understand that the responsibilities of teachers and service providers are to provide services to students and not consult or converse with observers or other third parties. If you have questions you would like to discuss at a later date, please make arrangements through the building principal.

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*It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its educational programs, services, activities, or employment practices. Further information may be obtained by contacting Lyn Snow, District Equity Coordinator at 978-540-2500, [lsnow@littletonps.org](mailto:lsnow@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.*

*Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.*

Please sign to acknowledge that you have reviewed these guidelines and understand that the observation is to be used only for the intended purpose, limited to the student indicated and must not interfere with instruction or disrupt the classroom.

Print Observer Name and Role: \_\_\_\_\_

Observer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**Observation Specifics**

Date:	Time/Duration:
Name of Student:	School:
Class/Subject/Activity to be Observed:	Purpose: