

# Classroom Observation Confidentiality Agreement

## PROCESS, REQUIREMENTS, AND EXPECTATIONS FOR PARENT/OUTSIDE AGENCIES/SERVICE PROVIDERS OBSERVING IN THE SCHOOL

Federal law guarantees privacy and confidentiality for students and their records. As a visitor to Frederick County Public Schools, I understand and agree to the following:

1. Requests to observe individual students in the school should be provided in writing to the school administration a minimum of **three** days prior to the requested observation date.
2. Individuals requesting to observe a student in an official capacity must provide identification to the school administration and sign in and out at the school office.
3. Individuals must be accompanied by an administrator, coordinator, or designee when observing to maintain efficacy of the learning environment.
4. \*Parents of the student to be observed must provide written permission for the observation and consent to access confidential student records if an outside agency/service provider will be observing.
5. Individuals observing a specific student must sign this Classroom Observation Confidentiality Agreement. This signed agreement will be retained in the student record.
6. School administration is responsible for establishing the time and duration of classroom observations. A specific observation schedule should be provided to the observer and classroom visits should be defined by a specific timeframe. We recommend 60 minutes per visit. The frequency of observations should be mutually agreed upon, as long as the visits are not causing a disruption to the instructional program (Attempting to engage a teacher/student in conversation or asking questions during instruction is considered a disruption). If an observation is cancelled due to unforeseen circumstances (i.e., weather, illness, etc.), the observer will reschedule with the principal.
7. The outside agency/service provider will be accompanied by a staff member during the classroom observation. If the school cannot provide this support, contact the appropriate director to assist prior to the scheduled observation. The staff member accompanying the observation should take observation notes to maintain the objectivity of the observation.

8. FCPS reserves the right to rescind observation privileges to any individual who does not comply with the guidelines established by the school administration or when such visits disrupt the educational environment, as determined by the building principal.
9. Audio/Videotaping is not allowed during the observation as it is a breach of the classroom participants' confidentiality.
10. Observers will clearly identify the purpose of the observation. Information gained during the observation, including personally identifiable student information about all Frederick County Public School students, will be kept confidential.
11. Questions about the individual student being observed will be directed to the principal or the principal's designee.
12. The observer will not interfere with the typical functioning of the classroom.
13. To honor and respect the personnel rights of the teacher, it is important for the observer to understand the scope of the observation in the classroom is to observe the student named herein, not to assess the performance of the teacher in the classroom. Teacher evaluation is the purview of FCPS.

You are encouraged to share the results of your observation with the principal, coordinator, teacher, and/or special education teacher to ensure two-way communication.

School: \_\_\_\_\_ Principal/Designee: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date(s) of Visit: \_\_\_\_\_

Observer (s) Printed Name: \_\_\_\_\_

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

Observer (s) Printed Name: \_\_\_\_\_

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

*\*Parental consent must be attached to this agreement.*