

## **Protocol for Early Childhood Classroom Observation by Non-District Individuals**

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SPRINGFIELD PUBLIC SCHOOLS  
Early Childhood Special Education  
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The following procedures for observation(s) by parents of student, guardians of the student, mental health professionals working with the student and university students help ensure compliance with legally mandated protections for student confidentiality and minimize disruptions to the learning environment.

- Requests to observe a student will be made to the building principal at least 24-hours in advance of the visit. The 24-hour advanced notice allows the students team to provide a support personnel, such as the early childhood social worker, process coordinator, or building principal, to accompany the visitor. To minimize disruptions to the learning environment, support personnel may be made available to answer questions and/or provide follow-up during the observation, as the classroom teacher, SLP, OT, etc. will be working with classroom students.
- Observations may occur one-two times per month, at 20-30 minutes per visit. Observations made during the morning session should occur between 9:30 am and 11:00 am. Observations made during the afternoon session should occur between 1:30 pm and 3:00 pm.
- Please do not bring siblings or additional individuals to observe that have not read the “Protocol for Early Childhood Classroom Observation by Non-District Individuals” and signed the “Confidentiality Agreement for Classroom Observation by Non-District Individuals.”
- The building principal will maintain a signed copy of the parent permission for observation form in the student record.
- Observations made by any individuals at the request of the parents or guardians must be accompanied by a signed parent/guardian permission for the agency personnel to observe the student and written documentation of parent permission to observe the student prior to or upon arrival for observation.
- As a courtesy, please notify the classroom teacher if the observation needs to be rescheduled.