

LCPS Guideline:	Classroom Observations – Private Service Providers/ Professionals
Objective(s):	<p>To outline the purpose of classroom/student observations and provide specific guidance for requesting and conducting observations by private service providers/professionals.</p> <p>Requests for observations by outside experts as part of an approved Independent Educational Evaluation (IEE) at public expense will be permitted.</p>
Reference Documents:	8VAC20-81-110. Individualized Education Program
Background/ Practice:	<p>Background: LCPS encourages parent involvement in their child’s education including opportunities for observations and visitations. Observations may provide individuals the opportunity to support the education of a child, and must be managed carefully in consideration of the privacy rights of other students in the class since visitors can change the classroom dynamics and can increase the risk of improper disclosure of a student’s personally identifiable information.</p> <p>In the interest of preserving those privacy rights of the child and to ensure the least disruption of the learning process, requests for observations by private service providers/professionals will be facilitated by the following guidelines:</p> <ol style="list-style-type: none"> 1. Classroom/school setting observations by outside, private service providers/professionals are prohibited unless scheduled five (5) business days in advance and approved by the building principal/designee. <ol style="list-style-type: none"> a. All requests will be made using the Loudoun County Public Schools Parent Request for Classroom Observation form (Attachment A).

- b. An Exchange/Release of Confidential Information form must be signed by the parent prior to the private service provider/professional's observation is conducted (Attachment B).
- c. The LCPS Parent Request for Classroom Observation Form and the Exchange/Release of Confidential Information form must be submitted at least five (5) business days prior to the requested date.

2. The principal/designee may deny the request for an observation and has the authority to modify specifics of observation (date, time, length of observation, or frequency). Administrators will consider the needs of the student, the instructional environment, the number and timing of requests, and the proximity of the request to IEP and other educational meetings.
3. Observations will be limited to one (1) private service provider/professional (non-LCPS observer) during the approved visit. The principal/designee may accompany the observer to the observation area and may remain during the course of the observation.
4. The classroom/school setting observation will be time specific (generally, not to exceed 30 minutes or one class period).
5. The principal/designee should notify the instructor in advance that an observation will be conducted by an outside private service provider/professional.
6. The private service provider/professional will be limited to "observation only," in the designated area in order not to disrupt instruction and/or learning activities during the observation. If interferences with instruction are displayed or the private service provider/professional strays from the designed observation area, then the observation will be terminated and the private service provider/professional will be escorted to the office. Future observation requests from that private service provider/professional may be denied.

7. Follow up collaborative meetings between the parent/guardian, private service provider/professional, and school staff may be scheduled at a mutually agreed upon time for the purpose of discussing any specifics or the need for clarification.
8. Private service providers/professionals must sign in as a visitor in the main office of the school and sign out upon exiting the building.
9. The private service provider/professional must maintain confidentiality of other students in the classroom. Failure to do so will result in the denial of future observation requests.
10. The use of cameras, audio, or video recording devices, and the use of electronic devices that have the capability of taking photographs or taking audio or video recordings, is prohibited during a classroom observation. This prohibition of the use of electronic devices includes, but is not limited to, cell phones and other portable electronic devices.
11. It is requested that the parent authorize the private service provider/professional to provide copies of notes, reports, and other documentation gleaned from the observation following the observation. The private service provider/professional may be requested to edit/redact such documentation as necessary to protect the privacy rights of other identifiable students. This documentation is to be maintained in the student cumulative record in the correspondence section.