

Procedures for Classroom Observations

As set forth in Section 14-8.02(g) of the Illinois School Code, the Alton School District shall afford a parent/guardian reasonable access to educational facilities, personnel, classrooms, and buildings to observe his or her child in the school setting or to visit an educational placement or program proposed for his or her child. The School District shall also provide an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child, reasonable access to the District's educational facilities, personnel, classrooms, and buildings and to the student in order to conduct an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services or environment proposed for the child. All individuals who visit a District School for these purposes must abide by these procedures.

Parent/Guardian Visits to a District School:

1. Before visiting a District School, the parent/guardian must inform the building principal in writing of the proposed visit by completing and submitting an *Observation Request Form*, a copy of which may be retrieved from the office of the building principal. The completed Observation Request Form must be returned to the principal **at least three (3) school days prior** to the requested date of the proposed visit. The building principal or other designated administrator shall arrange the visit on a date and time that is mutually agreeable. During a parent/guardian observation, the parent/guardian shall not interact with his or her child, any other students, the classroom teacher and/or aide, or otherwise disrupt the educational process.
2. On the agreed upon date and time of the visit, the parent/guardian shall sign in and out in the main office upon entering and leaving the District school building, and shall wear proper identification throughout the visit.
3. The parent/guardian shall at all times comply with the School District's school safety, security, and visitation procedures. The School District reserves the right to terminate the parent/guardian visit at any time in the event of an emergency or unforeseen circumstance, or in the event that the parent/guardian fails to comply with the District policies or procedures, or otherwise disrupts the educational process.
4. The parent/guardian shall at all times comply with the requirements of applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act. Unless otherwise authorized, the parent/guardian is prohibited from taking any photographs, video or audio recordings, or other images during his/her visit, or from creating any records that contain personally identifiable information regarding any child other than his or her own child. The parent/guardian may not re-disclose or otherwise share any information concerning any other student. The School District reserves the right to terminate the parent/guardian visit should the parent/guardian fail to comply with these terms.

Alton Community Unit School District #11
School/Classroom Observation Request Form

Please return this form to the Building Principal at least 3 school days prior to the requested date of the proposed visit.

Parent Name:

Student Name:

Date of Request:

Requested time(s)/date(s) for observation:

Objectives of observation: In this section, please outline the purpose of the observation. Include any information that will help us understand the purpose of your visit and assist in the scheduling process.

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Please note: The observer must comply with the School District's Procedures for Classroom Observations. The School District reserves the right to terminate a visit in the event of an emergency or unforeseen circumstance. We appreciate your cooperation should this be the case. Observers who do not comply with the District's Procedures for Classroom Observations may be asked to leave and may lose the opportunity for any future observational opportunities.