

# POLICY GUIDE

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RIVER VALE BOARD OF EDUCATION  
COMMUNITY

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9151 Classroom Observation

## 9151 CLASSROOM OBSERVATIONS

The Board of Education welcomes visits to our schools when the visit fits into the classroom or school routine. A “visitor” is anyone other than a pupil enrolled in, or a staff member employed in, the particular school.

In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, every classroom observation visit shall be subject to the following conditions:

1. The visit shall be at the discretion of the building principal, but limited in length to one class period in order to avoid disruption of the learning process.
2. Any visitor wishing to observe a classroom must request an appointment to do so at least one week in advance of the date and time of the desired observation. The specific classroom the visitor wishes to observe and the purpose of the visit must be specified. A picture ID must also be produced by the visitor at the time of the observation. The school principal, after consultation with the affected staff members, shall notify the visitor of his/her approval or disapproval of the request, as well as for the date and time of the observation. If the principal disapproves the date and/or time of the observation, the principal will notify the visitor.
3. All visitors shall be required to enter the school through the main entrance and report to the principal’s office immediately upon entering the building. All visitors must present a picture ID, sign in, and obtain a visitor’s badge. The visitor’s badge must be worn at all times while in the school and during the observation. At the conclusion of the observation, the visitor shall return directly to the principal’s office, return the visitor’s badge, sign out, and promptly leave the school.
4. All visitors must be accompanied by a district administrator or his/her designee during the entire time the visitor is present in the school.
5. Visitors may not consult with school staff members or pupils during the visit to the school or in connection with their visit to the school. A visitor wishing to consult with a school staff member may submit specific questions to the school principal, district administrator or his/her designee at the conclusion of the observation. Submitted questions related to the observation will be responded to in writing as appropriate.
6. All visits are for the purpose of classroom observation only.

7. All visitors to the school must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered “disorderly persons” and subject to appropriate action.
8. A visit may be terminated at any point if the visitor fails to comply with the terms of this policy and/or if the visitor presents as a disruption to the education program.
9. In order to protect pupils’ right to privacy, visitors are required to maintain the confidentiality of pupils who are observed and/or their records.

Any and all persons violating any condition of this policy shall be subject to appropriate action, including, but not limited to a prohibition against future visits to the school and opportunities to observe the classroom.

The Board of Education specifically reserves the right to deny any visitor the opportunity to observe a pupil when:

1. The presence of the visitor would be disruptive to the pupil, other pupils, or staff members; or
2. The pupil’s disability or personality is such that the presence of the visitor in a classroom would be extremely disruptive and/or distracting.

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