



**Acton-Boxborough Regional School District**  
**Student Services**

Administration Building  
15 Charter Road Acton, MA 01720  
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**Guidelines for Observations Requested by Parents/Guardians and/or Parent/Guardian Designees**

Effective, January 8, 2009, Massachusetts General Law Chapter 71B, Section 3, has been amended to require schools, upon request by a parent/guardian, to grant timely and sufficient access parents/guardians and parent-designated independent evaluators and educational consultants to a child's current and/or proposed special education program so that the parent/guardian and/or the parent's/guardian's designee can observe the child in the current program and/or a program that has been recommended by the child's IEP Team. Section 3, as amended, limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parent/guardians can participate fully and effectively in determining the child's appropriate education program.

*The following represent general guidelines for the scheduling and conduct of such observations.*

1. Parent(s)/Guardian(s) request to observe their child's educational program or a program that has been recommended by the child's IEP Team must be submitted to the building Principal no less than five (5) days in advance of the proposed observation. Requests for observations shall be responded to in a timely manner by the Principal or Principal's designee. Parents/guardians or designees will be offered observation dates and times that are mutually convenient and without undue and unnecessary delay.
2. The Principal shall notify the building's special education liaison upon receipt of a request for observation and prior to the scheduling thereof.
3. As a general practice, observations should be completed within not more than two (2) hours in order to minimize disruption of the classrooms/programs in which the specific student is to be observed. Where appropriate, additional observation time shall be provided on a case-by-case basis. Parents/guardians and/or their designees shall be allowed to observe and to ensure the specific student's academic classes as well as the non-academic components of the child's educational program.
4. The number of observers at any one time may be limited to avoid disruption of the classroom to be observed and to ensure the integrity of the educational program for the students within the

classes to be observed.

5. If the observer is not the parent/guardian, the parent/guardian must sign a release authorizing an observation by the parent(s)/guardian(s) designee and permitting communication and the exchange of information regarding the child with the parents(s)/guardian(s) designated observer. That written release shall be submitted to the building Principal prior to the scheduling of the observation.
6. If the observer is not parent/guardian, the observer must sign a Student Observation Confidentiality Agreement prior to the start of the observation.
7. The observer will be accompanied at all times by a designated school staff person while in the school building. The observer will not be permitted to interrupt, disrupt or otherwise interfere with the instructional services taking place in any school classroom. In the event of improper or disruptive conduct, program/classroom staff may suspend the observation and shall immediately notify the building Principal. Upon such notice, the building Principal or Principal's designee may exercise the authority to terminate the observation.
8. The observer shall be situated in a designated location in the classroom that does not interfere with the class or the delivery of instruction/services to students.
9. Observers will not be provided with access to the student record information of any student other than the specific student under observation. During any such observation, the classroom teacher is encouraged to refrain from using student's last names and to avoid disclosing or revealing personal or private information pertaining to any student other than the specific child under observation.
10. Requests for observations and access to a child's classroom or program by a non-custodial parent (parent without physical custody of the child) shall be responded to a manner consistent with the requirements of M.G.L.c.71, 34H

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**Acton-Boxborough Regional School District**

**Student Observation Confidentiality Agreement**

The Acton-Boxborough Regional School District complies with all applicable laws and regulations pertaining to the privacy of students within our schools and makes every reasonable effort to ensure that student information remains confidential.

The parent(s)/guardian(s) of an Acton-Boxborough Regional School District's student have requested that you, as their designated agent, be provided with the opportunity to observe their child in his/her current educational program or to observe a program that has been proposed for the child by his/her IEP Team. During such an observation, you may be exposed to private and confidential information pertaining to other children within the classes/program to be observed. Approval of the parent(s)/guardian(s) request for your observation of the parent(s)/guardian(s) child is contingent upon your agreement not to disclose any confidential, private, or personally identifying information pertaining to other students to which you may be exposed during the course of your observation. By signing this form, you agree that you will not disclose to any third party, including parents/guardians of the student you are to observe, any confidential or private information regarding any student other than the specific student you have been authorized to observe. You are further acknowledging and agreeing to the following conditions:

1. Prior to your observation, you must provide written documentation to the school principal, or principal's designee, that the parent/guardian consents to your observation of the parents/guardians child.
2. While present in the school building, you will be accompanied at all times by a designated school staff person.
3. You will not interrupt, disrupt or otherwise interfere with the instructional services taking place in any school classroom while you are present in the school building. School administrators reserve the right to terminate any observation that disrupts the educational environment of the classroom, program, or school.
4. You will not request, or be provided with access to, the records of any student other than the specific student for whom you have permission to observe.

Please complete the information below. Your signature documents that you agree to comply with the above guidelines and that all information obtained through your classroom observation, review of records, and other activities while in the school building will be held in strict confidence and will not be disclosed to any third party without the written consent of the parent(s)/guardian(s) of the student to whom the information pertains.

\_\_\_\_\_  
Name of Student to be Observed                      School Where Observation Will Take Place

\_\_\_\_\_  
Printed Name of Observer                      Address of Observer

\_\_\_\_\_  
Signature of Observer

**Acton-Boxborough Regional School District**

**Request for Parent/Guardian Observation**

I, \_\_\_\_\_, the parent and legal guardian of \_\_\_\_\_

Request that I be permitted to observe my child in his/her current educational program and/or the educational placement that has been proposed by my child's IEP Team. I understand and acknowledge that, due to my presence in the classroom/program, I may be exposed to private, confidential, and or personally identifiable information pertaining to other children within the classes/program to be observed. I further understand and agree that approval of my request to observe my child in his/her program is contingent upon my agreement not to disclose to any third party any confidential, private, or personally identifying information pertaining to any other student obtained during my observation of my child in his/her program or during my observation of a program/placement that has been recommended by my child's IEP Team.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date