

Department of Student Services

Procedures Regarding Observations and Tutoring by Non-District Personnel

These procedures apply to parental requests for in – school tutoring and student/classroom observations by the parent or guardian or by a private provider employed by parents for the purpose of tutoring, instructional planning or as part of an evaluation.

It is our intent to maintain an optimal learning environment and limit instructional disruptions. We intend to protect our schools from unknown individuals who have not been subject to our hiring procedures (background checks, review of professional credentials, etc.) and protect the confidentiality of all our district students.

Effective Immediately:

- We do not allow private tutoring paid for by parents to be done in our schools, before, during or after the school day.
- Observations will not be allowed during small group student therapy sessions as part of an Individualized Education Plan.
- All student observations will be scheduled 1 week in advance with the school principal or assistant principal.
- A release of information will be signed by the parent to allow the observation and sharing of information, either verbally or by written report, following the observation. ([Visit website to download “Authorization for Release of Information” form](#)).
- The parent or private provider will agree to protect the confidentiality of all students in the vicinity of the observation.
- The timing and frequency of all observations will be scheduled in such a way that maintains a climate conducive to learning and will be at the discretion of the principal or designee.
- The principal or designee will accompany the individual during the observation.
- Following the observation the observer will share conclusions with the principal or designee.
- The principal or designee will communicate conclusions or feedback from observation with school staff when appropriate.

Following submission of a written report, one or more of the following will occur. (Form and written report to be added to child’s file).

- The report has been distributed to the educational team.
- The educational team has reviewed the report and recommendations were taken under consideration.
- The educational team has reviewed the report and the accepted recommendations have been added to the appropriate document (504, IEP, IPF).
- The educational team has reviewed the report and does not agree with the contents. Please provide an explanation.