



The need to protect student confidentiality and the need to maintain the educational integrity of the classroom are of paramount importance when considering visitation in classrooms. The following guidelines regarding classroom visitation must be followed to maintain an educational environment as free as possible from outside distractions and interruptions.

- A request to visit an Uplift Education classroom must be made to the Campus Academic Director of the campus where the prospective visitor(s) is requesting to observe at least 15 school days prior to the visit, unless otherwise agreed to by the Campus Academic Director. This request must include the visitor(s) reason for requesting the visit. The Campus Academic Director will approve or deny the request.
- If the visit is approved, the Campus Academic Director will designate the date, time and length of the observation. Visitations should be no more than 45 minutes or a class period. Visitations may not occur more than 1 time per year unless otherwise agreed to by the Campus Academic Director.
- All visitors must check in at the school office and comply with any check-in requirements required by Uplift Education including providing a state issued ID. All visitors must wear a visitor badge while on campus. Other children, including siblings, are not permitted to attend classroom visitations.
- An employee designated by Uplift Education must accompany the visitor at all times during the visitation.
- Prospective visitors in the classroom must sign a “Confidentiality Form” indicating they will not discuss other students or circumstances that occurred within the classroom that did not involve their student with any other individual following the visitation.
- Due to privacy concerns, visitors may not take photographs or audio or video recordings during the classroom visit.
- The visitor may not interrupt instruction during the classroom observation nor seek any individual time from the teacher. If a conference with the teacher is appropriate, that needs to be scheduled at a time convenient for both the teacher and the visitor.
- The Campus Academic Director has the discretion to end the classroom visitation at any time and for any reason. Visitors who fail to comply with these policies may be prohibited from visiting the campus in the future.

Uplift Education does not permit private evaluation personnel or private related services providers, including but not limited to, speech therapists, occupational therapists, behavior therapists or counselors, to provide private services on Uplift campuses unless service providers contract directly with Uplift Education.



Classroom Observation Confidentiality Acknowledgement Form

At Uplift Education, the need to protect student confidentiality and the need to maintain the educational integrity of the classroom are of paramount importance when considering visitation in classrooms.

It is the policy of Uplift Education that classroom visitors sign the below confidentiality form prior to observing in an Uplift Education classroom.

I have requested to observe a classroom or program at Uplift Education. In exchange for permission to observe, I agree to abide by the following conditions:

- I shall protect the rights to privacy of all students, and therefore, shall not share information about any other students in the classroom verbally or in writing.
- I acknowledge that student record information, including demographics, is highly confidential information protected by the Family Educational Rights and Privacy Act and that I have no right to access such information for students without permission.
- I acknowledge that I cannot disclose any student identifying information to others related to the observation, including a description of the students observed, their educational needs, and/or their performance as demonstrated during the observation.
- During the observation, I will not address the teacher or support staff present, interact with students, or otherwise disrupt the teaching and learning.
- During the observation, I will remain in the location directed by the Campus Administrator to not disrupt the educational process.
- I will not ask questions pertaining to the students in the classroom. Any questions I may have should be directed to the campus principal outside of the classroom observation.
- Any classroom materials (e.g., data collection forms, visual supports, etc.) may be requested through the campus principal outside of the classroom observation.
- Additional information (i.e., completion of forms, questions specific to the student, etc.) should be obtained outside of classroom observation via e-mail, follow-up conference, or phone with the classroom teacher/campus principal, to minimize disruptions to the learning environment.
- **I understand that Uplift Education will monitor all classroom observations by outside visitors and reserves the right to rescind authority to participate in classroom observations to any individual who misuses such access or otherwise violates this Agreement.**

Observer Printed Name

Observer Signature

Date

Academic Director or Designee Signature

Date