

 Policy #: MH-3	Effective Date: 7/25/00	Page #: 1 of 2
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COMPONENT: MENTAL HEALTH

SUBJECT: CLASSROOM OBSERVATION EQUIPMENT

PERFORMANCE OBJECTIVE: To establish a procedure for installation and use of classroom observation equipment.

OPERATING PROCEDURE:

INSTALLATION

An observation camera will be installed in a location which will provide overall viewing in each classroom. Monitoring and recording equipment will be located either in a center’s office or in a location where viewing will not be accessible to visitors in the center.

USE

The sole purpose of the recording equipment is for classroom activity observation. Those persons able to view current or recorded activities of a classroom will be Head Start management and consulting professionals who may need to observe the activities of a particular child. These professionals may include the contracted Mental Health Consultant or members of a Multi-disciplinary Team, (M-Team). Parental permission forms must be signed in order for a professional consultant to observe a child’s recorded activities. As with all children’s records, confidentiality will be kept at its highest priority.

Recorded classroom activities may be used in Head Start staff training or other situations as necessary.

Upon the event that a member of an IEP team or professional consultant should need to view recorded classroom activities off Head Start premises, a form will be filled out stating who is observing the activities, the date/time, and the purpose for observations, and a CD recording of the activities will be made by the Information Technology Manager and given to the requesting professional.

RECORDING PROCEDURE

The Information Technology Manager will be responsible for setting up recording equipment in each center.

