



NEWTOWN PUBLIC SCHOOLS
3 Primrose Street • Newtown, CT 06470

CLASSROOM OBSERVATIONS

The Newtown Board of Education encourages parents to participate in their children's education. The Board also takes seriously its obligation to educate students in an environment conducive to learning, and therefore permits parents to observe their children in the classroom in accordance with this policy.

For purposes of this policy, the term "observer" means either a parent or guardian, or a third party, such as an evaluator, who has been asked to observe a specific student at a parent or guardian's request. A parent or guardian's right to observe extends only to his/her child. All observations must be scheduled in advance, in order to limit disruption to the educational process. The parent shall inform the school principal who the observer will be, and the school principal or his/her designee will work with the observer to schedule a mutually convenient time for the observation. All observations shall be limited to one half hour. If the observer has a legitimate reason for needing additional observation time, such request shall be made in advance and the building principal shall have the discretion to grant such a request.

In order to avoid disruption of the classroom environment, the number of people observing a student at any one time shall be limited to two persons. In addition, a school staff person will accompany the observer(s) at all times during the course of the observation. The observer(s) shall report to the main office and sign in upon arrival, and wait in the main office for the staff person who will accompany the observer. The observer(s) must wear a visitor's badge at all times while inside the school building.

The Board expects that observers will be respectful of the instruction that is occurring in the classroom. Observers must turn off all cellphones, sit quietly, and not engage the students in conversation. If at any point, the observation becomes disruptive to the educational process, the school staff may end the observation. Once the observations has concluded, the observer(s) shall sign out in the main office and leave school grounds, unless she/he has other legitimate business at the school.

An observer should not expect to conference with the student's teacher before, during or after the observation, as the teacher has responsibilities for a classroom full of students. Instead, the parent or guardian may make a separate appointment to meet with the teacher at another time. Any reports generated concerning observations of children in school may not contain any personally identifiable information concerning other students present in the classroom at the time of the observation. Observation reports concerning children do not constitute teacher or staff evaluations.

Legal Reference: C.G.S. § 10-220

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