

Community Relations

Visits to the Schools

In order to secure the health and safety of school system students and employees during the COVID-19 pandemic and in accordance with the recommendations of the Connecticut Department of Public Health, (DPH), nonessential visitors will not be allowed access to school facilities before, during, or after the school day when school is in session.

This restriction will not apply to visitors or employees who need to access the school system central office in order to process paperwork, to attend meetings with school officials, or who want to attend a meeting of the board of education or other public meetings held at the school.

Parents and guardians may be allowed to enter the main entrance of a school facility and access the lobby and/or front office in order to sign a student in or out to drop off lunches, medication, or items that will be needed during the school day. To the greatest extent possible, parents and school employees are encouraged to arrange conference calls or use other electronic means to conduct conferences and meetings about a student's educational program.

These temporary restrictions shall remain in effect for the duration of the 2020-2021 school year or until repealed by the Pomfret Board of Education.

Visits to the School

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the school.

The Superintendent shall establish regulations which:

1. Encourage school visitations.
2. Provide for appropriate hospitality for visitors.
3. Ensure that public visits will not hinder the educational program.
4. Require all visitors to register in the principal's office upon arrival at the school.
5. Ensure student safety.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

Community Relations

Visits to the Schools (continued)

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students of teacher.

The Principal or his/her designee shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classrooms or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purposes of committing an illegal act.

All requests for observation of educational programs by parent and/or designees for evaluation purposes must adhere to the Protocol for Observation of Educational Programs for Evaluation Purposes.

Although Board of Education members are encouraged to visit school independently, they have authority only in regularly called meetings of the Board of Education, or when delegated specific tasks by specific Board of Education action.

Upon arrival, all visitors must comply with any applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with request for photo identification, reporting directly to and signing in and out at the visitors' reception area, prominently displaying visitor's badges or other identification as required for visitors to school buildings, limiting access to those areas of the building and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

Policy adopted: August 27, 2008
Revised: November 14, 2018
Revised: December 16, 2020

POMFRET PUBLIC SCHOOLS
Pomfret, Connecticut

Pomfret Community School

Protocol for Observation of Educational Programs by Parents and/or Designees for Evaluation Purposes

Introduction

This protocol is intended to insure that all parents and/or designees, such as an independent evaluator or educational consultant, are afforded ample opportunity and proper access within the context of the school day to observe their child's current and/or proposed programs, Pomfret Community School is committed to working collaboratively with parents/designees to insure that families can participate fully and effectively in determining the child's appropriate educational program.

Receiving and Responding to Observation Request

Pomfret Community School will accept written observation requests from the parent directed to the school principal or Director of Pupil Services, should a designee contact the district directly, the parent/guardian must confirm in writing that the designee is acting on his/her behalf.

Once a request has been received, a School Liaison will contact the parent or designee to schedule a timely observation. To insure that the purpose of the observation is met and questions addressed, a School Liaison will be available to review the request and help resolve any issues. In exceptional circumstances the school may request the observation be conducted via Zoom or other video conferencing methods.

Timely Access

Pomfret Community School will provide timely access for an observation following a request. Timely access will be determined based on the purpose of the observation and the child's individual educational program.

It is reasonable for the Pomfret Community School to designate certain periods of the year, such as state testing or the first and last couple of weeks of school, as times in which observations are not generally scheduled.

Sufficient Duration and Extent

Pomfret Community School will provide an observation of sufficient duration and extent to allow the parent and/or designee to participate fully and effectively with school personnel in determining an appropriate educational program. Each request will be scheduled on an individual basis taking into consideration the complexities of the student's educational needs as well as the nature and scope of the individual educational program. The complexities of the child's needs will determine what the observation will entail and what amount of time is needed to complete it.

Pomfret Community School

Consent for Observation by Parent/Guardian

I, _____, request to observe
(print parent/guardian observer name)

_____ and the program in which he or

she is enrolled in the Pomfret Community School on: _____
(scheduled observation date and time*)

*The observation date and time must be arranged in advance with administration at the school. The observation is scheduled in compliance with the provided observation protocol. A School Liaison will be present during the observation.

Non-Disclosure Agreement

(Required from the observer prior to the observation in order to protect personally identifiable information obtained during the course of the observation)

I understand that the purpose of the observation is for the child identified ONLY and I am held to confidentiality regarding matters and observations of any other students.

(Parent signature) (date)

(Administrator signature) (date)

(This original document is to be retained in the student's file at the Pupil Services Office, if applicable. A copy will be retained by the school.)

Pomfret Community School

Consent for Observation by other than Parent/Guardian

I, _____, request that
(print parent/guardian name)

_____, be allowed to observe
(print observer name)

_____ and the program in which he or she is
(student name)

enrolled in the Pomfret Community School on: _____
(scheduled observation date and time*)

*The observation date and time must be arranged in advance with administration at the school. The observation is scheduled in compliance with the provided observation protocol. A School Liaison will be present during the observation.

Non-Disclosure Agreement

(Required from the observer prior to the observation in order to protect personally identifiable information obtained during the course of the observation)

I understand that the purpose of the observation is for the child identified ONLY and I am held to confidentiality regarding matters and observations of any other students,

(Parent signature) (date)

(Observer signature) (date)

(Administrator signature) (date)

(This original document is to be retained in the student's file at the Pupil Services Office, if applicable. A copy will be retained by the school.)