

**Blackstone-Millville Regional School District
Department of Student Services**

Agreement for Observation of Student/Program

Student to be Observed: _____ School: _____

D.O.B.: _____ Grade: _____

Date of Observation: _____ Time of Observation: _____

Observer: _____ Relationship to Student: _____

Reason for Request for Observation: _____

I intend to use the information gained from this observation in the following manner: _____

I consent to all items in this agreement.

Parent

Date

Observer Signature

Date

***A School Department staff member will accompany the Observer. S/he will be designated by the Director of Special Education and/or the School Principal. Scheduling of the observation shall include enough advance notice to ensure that the observation protects the safety of the program, the integrity of the program, and the confidentiality of participating students.**

This agreement will be in effect when signed by the Blackstone-Millville Regional School District's Administrator.

Principal

Date

Authorized School Department Staff Member Assigned: _____

Director of Special Education/Designee

Date

Please Note: In some cases, there may be situations where confidential rights of other students will require us to alter the observation setting.

Observation Guidelines:

The Blackstone Millville Regional School District provides "timely access" within a reasonable period of time to a student's program for purposes of observation by a parent, parent-designated evaluator or educational consultant upon request. The extent of observations shall be determined on an individual basis in an effort to permit access to a program that is sufficient in duration and extent to accomplish the purpose of the visit.

The observation law states that districts may not condition or restrict program observations except when necessary to protect:

- The safety of the children in the program during the observation,
- The integrity of the program during the observation; and
- Children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

The Blackstone Millville Regional School District will consider the need for these conditions or restrictions on an individual basis, and Principals or their designees will discuss them with the program observer in planning the school visit.

As such, Principals or their designees may exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that impacts the physical or emotional well-being of the children in the school or the program being observed. We expect that these cases will be limited and mutually agreeable observation schedules will occur.

1. If the designee reviews the student's records, as well as observes the program, the designee must have received written consent from the parent.
2. Any personally identifiable information regarding other students in the classroom shall not be included in the observation notes and shall be treated in accordance with the confidentiality laws and regulations, including the School Record Regulations.
3. Observation Schedules will be determined prior to the observation in accordance with the schedule established between parties.
4. Videotaping, audiotaping and photography are prohibited.