

**Center for Student Learning Charter School at Pennsbury  
345 Lakeside Drive  
Levittown, PA 19054**

**Board of Trustees Policy**

**VISITATION TO SCHOOL/CLASSROOM POLICY**

The Board of Trustees (“Board”) of the Center for Student Learning Charter School at Pennsbury (“Charter School”), encourages parents and guardians to make informed decisions about the programs and services recommended for, or to which the Charter School has assigned their children. It also encourages parents and guardians who may potentially enroll their children in the Charter School to make informed decisions as well. Informed decision-making can involve visiting a recommended or assigned classroom or program site. The Charter School also encourages parents to become involved in the ongoing education and development of their children and recognizes that occasional classroom or program site visits can promote effective parental involvement. The interest that parents and guardians often have in visiting classrooms and program sites must, however, be weighed against the disruption and distraction that often accompanies such visitations. Many children require a high level of consistency and predictability and low levels of visual and auditory distraction to learn and develop. The purpose of this policy is to establish rules that recognize the need of parents and guardians to inform their decisions about the education of their children without compromising unnecessarily the rights of other children to a stable, safe, and disruption-free learning environment.

**Classrooms and Program Sites That are Subject to Visitation**

A parent or guardian, or a person with appropriate professional expertise designated by a parent or guardian, may visit a classroom or program site when (a) the Charter School has specifically recommended that classroom or program for their child; (b) the Charter School has assigned the child to that classroom or program; or (c) the child is currently placed in that classroom or program. The provisions of this policy shall apply to all programs and activities including those located in off-site locations or before or after school hours if at a school-sponsored event or activity.

### **Scheduling-Advance Notice**

Parents or guardians must arrange visitations at least 5 school days in advance with the Principal of the building in which the classroom or program is located or in the case of a special education program or service, with the responsible Administrator for special education. The parent or guardian must state the reason for the visitation. Nothing in these guidelines shall require the Charter School to schedule a visitation within 5 days of receipt of a request unless it is required to do so by law, regulation, or order.

### **Scheduling-Time**

The following shall apply to the timing of visitations, other than visitations that are by teacher invitation as part of a planned parent activity:

1. Visits shall not exceed one (1) hour of silent observation in areas in which children are receiving instruction or are participating in activities.
2. The total number of visits to any one classroom or program site shall not exceed two (2) for any one child during any twelve-month period. Parental participation in classroom activities or programs such as classroom parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.
3. Timing of visits shall be determined by the Charter School, in its sole discretion, depending on such factors as the type and intensity of planned instruction or activities, the susceptibility of individual students to the disruption known or likely to be caused by the visit, the stated purpose of the visit, the number of adults the visit will place in the room at the same time, and the total amount of traffic in the classroom at or near the time of the visit.

### **Conditions of Visitations**

The following conditions shall be observed for all visits:

1. Visitors shall consist of not more than two (2) parents, legal guardians, grandparents, or surrogate parents, or one (1) appropriately-qualified

professional designated by the parents/guardians, at any one time.

2. Parents or guardians must identify in writing the name, address, telephone number, and professional credentials of, and must sign a release permitting the disclosure of personally identifiable information to, any appropriately qualified professional that they have designated to visit the classroom or program site of their child. Such professional must provide all mandated state and federal child abuse and criminal clearances prior to the date of the visit to the Charter School.
3. Upon arrival at the Charter School, all visitors must register at the main office where they will sign in and receive a badge. Visitors may be asked to present a form of ID (i.e., driver's license) prior to being admitted in the school building. Visitors who enter the school during the school day shall only be permitted to enter through one (1) entrance. All other entrances shall be locked.
4. A Charter School staff member other than the teacher, assistant teacher, or related services providers working with the child shall accompany the visitor at all times that the visitor is in the Charter School facility. All staff members shall be responsible for requiring a visitor to demonstrate that s/he has a visitor's pass if it is not visible. If a visitor does not have a visitor's badge, the staff member must escort the person to the office or immediately call the office and request assistance.
5. Visitors shall refrain from conversation and from interaction with children or staff during the period of classroom or program observation.
6. The Chief Executive Officer ("CEO") or the staff member responsible for the classroom or program may, in his or her sole discretion, terminate a visit at any time if, in the judgment of that CEO or staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff. Failure to leave when asked or repeated, documented disruptions may result in loss of further classroom visitation privileges.
7. During the visit, all visitors shall remain in such locations within the classroom or program site as are designated by the CEO or the staff member responsible for

the classroom. At the conclusion of the appointment, the parent/guardian or designated professional must report to the Charter School office to sign out in the visitor's log.

8. Questions or concerns about a visit or about anything observed during a visit must be addressed to the CEO or, by appointment, to the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members.
9. Charter School staff shall not share with any visitor personally identifiable information concerning any students other than the student who is the subject of the observation.
10. The photographic reproduction, filming or videotaping of school programs, students, or physical facilities by any visitor and/or any non-Charter School employee is prohibited unless prior permission is obtained in writing from the CEO.
11. In response to extraordinary circumstances, or to comply with the requirements of law, regulation, or order, the Charter School may waive any time line or condition established in these guidelines. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions, of these guidelines.

### **Lunch Visitations**

For the safety of our students, parents/guardians are not permitted to have lunch with their child/children during the school day in the school building. An exception to this policy may be made if the CEO elects to participate in a celebration, such as National Lunch Week. If the Charter School is participating in a celebration where parents/guardians are invited to have lunch with their child, the CEO will establish specific guidelines for parents/guardians. Parents/Guardians electing to participate in this celebration will not be permitted to bring in restaurant food from outside sources.

### **Prohibition of Visitation**

Persons who arrive at the school without an established appointment will not be permitted beyond the school's main office. Parents/Guardians who come to the Charter School to drop off an item for a student must leave the item in the main Charter School office. Parents/Guardians are not permitted to walk the item to the student, nor are they permitted to walk a student to his/her classroom.

Failure to comply with the procedures outlined above, as incorporated into a procedure to be included in the Parent/Student Handbook, shall result in more limited access to the Charter School as determined by the CEO.

The CEO has the authority, in accordance with Charter School rules and federal and state law and regulations, to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or staff, or intent on committing an illegal act. Wherever possible, the CEO shall specifically indicate the circumstances under which a parent may return. The CEO will implement this policy and control access to school building(s), classrooms, and school-sponsored events/programs through written procedures distributed annually to Charter School families through the Parent/Student Handbook.

### **Emergency Situation**

Should an emergency require that a student be called to a school office to meet a visitor, the CEO or available Administrator shall be present throughout the meeting.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary