

LEONARDO DA VINCI HEALTH SCIENCES CHARTER SCHOOL (LdVCS)
SCHOOL VISITORS

I. STATEMENT OF PURPOSE:

Leonardo da Vinci Health Sciences Charter School (LdVCS) welcomes visits to our charter school by parents, adult residents of the community, and interested educators and encourages parents and guardians to make informed decisions about the programs and services recommended or assigned for their children. To ensure order and safety in our charter school, it is necessary to establish procedures governing school visits and classroom or program visitations.

II. GENERAL STATEMENT OF POLICY

Leonardo da Vinci Health Sciences Charter School (LdVCS) encourages parents and guardians to make informed decisions about the programs and services recommended or assigned for their children. Informed decision-making can involve visiting a recommended or assigned classroom or program. LdVCS also encourages parents and guardians to become involved in the ongoing education and development of their children and recognizes that occasional classroom visits can promote effective parental involvement. The interest that parents and guardians often have in visiting classrooms 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 decision about the education of their children without compromising unnecessarily the rights of other children to a stable, safe, and disruption-free learning environment.

- A. *Classrooms and Programs 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 with approval of the Director or the staff member responsible for the classroom or program.
- B. *Scheduling.* 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. Schedule a date and time with the teacher/director via telephone, letter, or email.
 - 2. Explain the purpose for the visit.
 - 3. Visits shall not exceed **15 minutes** of silent observation in areas in which children are receiving instruction or are participating in activities. Teachers are not available for any one-on-one discussion or conferences at this time. These meetings may be scheduled for a later time.
 - 4. The total number of visits to any one classroom or program shall not exceed two for any one child during any twelve-month period.

- C. *Conditions of Visitations.* The following conditions shall be observed for all classroom or program visits:
1. Visitors shall consist of not more than two parents, legal guardians, grandparents, or surrogate parents, or one appropriately qualified professional designated by the parents, 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 of their child;
 3. An LdVCS staff member/representative shall accompany a visitor throughout the visit;
 4. Visitors shall refrain from conversation and from interaction with children or staff during the period of classroom or program observation;
 5. School visitors who do not have proper clearances (fingerprinting and a criminal background clearance on file in the office) must be accompanied by an LdVCS staff member/representative throughout the visit. An LdVCS staff member/representative may accompany any school visitor at any time;
 6. The LdVCS staff member/representative accompanying a visitor 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 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;
 7. During the visit, all visitors shall remain in such locations within the classroom or program as are designated by the accompanying LdVCS staff member/representative or the staff member responsible for the classroom. No visitor shall be permitted to roam throughout the school building or school grounds;
 8. Questions or concerns about a visit or anything observed during a visit must be addressed to the accompanying LdVCS staff member/representative, 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. An LdVCS staff member/representative shall not share with any visitor personally-identifiable information concerning any students other than the student who is the subject of the observation;
 10. During school hours, visitors must register at the school office immediately upon entering the building and obtain a visitor's pass for identification. The visitor must wear the visitor's pass for the duration of the school visit;
 11. LdVCS staff member/representative shall require that a visitor has registered at the school office and received authorization to be present in the building or on school grounds; and

12. Visitors shall return to the school office and sign out when leaving the building or on school grounds.
13. Visitors are asked to keep matters confidential. We insist that you maintain confidentiality outside of class. If parents ask you about a student's performance or behavior, please refer them to the teacher. It is inappropriate to discuss situations observed while acting as a visitor.

Adopted: March 9, 2011