

## **VISITS TO THE SCHOOLS (VISITS TO PROGRAMS)**

LEARN welcomes and strongly encourages parents/guardians and members of the community to visit its schools.

LEARN has responsibility for the safety and security of students and staff, including the duty to safeguard all students against any form of harm, abuse, or nuisance. It is the responsibility of all LEARN employees to ensure that this duty is uncompromised at all times.

Accordingly, LEARN requires that all visitors comply with the provisions of this regulation.

### **Visitors to the school**

All visitors must enter through the main office or designated entrance. They must use the call button to gain access, explain who they are, the purpose of their visit, and who has invited them. They should be ready to produce identification upon request.

Visitors will be allowed to enter the school only after they are vetted and there is confirmation that their visit is approved and/or scheduled. They will be asked to sign in, providing their name, organization, and whom they are visiting.

Visitors will then be escorted to or met by their point of contact, who will be responsible for them during the visit. Visitors must not be allowed to move about the school unaccompanied unless they have received approval from the school principal or designee.

At the end of their visit, visitors must sign out and leave via the main office or designated exit.

All visitors to the school must conduct themselves so as not to interfere with its operation. Visitors should not interact with staff or students during instruction, and should not cause a distraction or disruption to the educational process. If the visit is deemed a distraction by staff, the visitor shall be asked to leave.

To minimize disruption to the instructional program, visits to classrooms or requests to meet with specific personnel require advance notice of at least forty-eight (48) hours.

The principal or designee may limit or deny visits to the school if, in their judgment, their purpose is not reasonably clear or legitimate, they might cause unreasonable interference with the educational program, or they might threaten the safety and welfare of students and/or staff.

No photographing or videotaping by visitors is permitted unless specifically authorized by the principal or designee, and any such photographing or videotaping shall adhere to LEARN Policy 5125, "Student Records-Confidentiality," and must not disrupt the school, its programming, or students or staff in any way.

Any visitor to a school informed by the principal and/or designee of this regulation and of the conditions set forth for visitation who refuses to abide by them shall be asked to leave the school and school grounds. If the visitor refuses to leave, the principal or designee shall request that security staff remove the visitor from the school grounds.

### In-School Observations

A parent/guardian who wishes to make an in-school observation must submit a written request to the building principal or designee at least forty-eight (48) hours in advance of the proposed observation. The request shall include the date, time and purpose of the proposed observation.

The principal or designee will evaluate the request for the in-school observation, and, when appropriate, review the request with the parent/guardian to determine the purpose, the specific questions being addressed, the location(s), length, and date and time of the observation.

When reviewing a request for in-school observation the principal or designee shall consider such factors as: (1) the frequency of the requested visit(s); (2) the duration of the requested visit(s); (3) the number of visitors requesting access; (4) the effect of the requested visit(s) on the particular class and/or activity; (5) the age of the students in the particular class; (6) the nature of the particular class and/or its programming; (7) the potential for disclosure of confidential personally identifiable student information; (8) whether the requested visitor has a legitimate educational interest in visiting; and (9) any safety risk to students and/or school staff.

If the request is approved, the observation shall be coordinated with the classroom teacher, in order to avoid or minimize disruption to instructional time or students' routines. The parent/guardian shall be accompanied by the principal or designee during the observation, and may be asked to confer with the teacher before and after the observation to enhance understanding of the observed activities.

If the request is denied, the principal or designee shall inform the parent/guardian of the decision and provide a detailed explanation of the reasons for the denial, and, when possible, work with the parent/guardian to develop alternative ways to obtain the information sought. If the matter is not satisfactorily resolved, the parent/guardian may request a meeting with the Executive Director or designee, who will review the matter and render a decision, which shall be final.

Parents/guardians who are granted permission for in-school observation must comply with all requirements and protocols for visits to the schools, as set forth in this regulation and accompanying policy.

Parents/guardians may not bring minor children to an in-school observation, and may not disclose any confidential or personally identifiable information about other students that they may obtain during an in-school observation.

LEARN does not permit classroom observations by outside agencies without the written consent of parents/guardians and compliance with the Family Educational Rights and Privacy Act (FERPA).