



YOUNG SCHOLARS
CHARTER SCHOOL

School Visitors

Purpose

The Board of Trustees (“Board”) welcomes and encourages interest in the School’s educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators, and other officials. To ensure order and to protect students and employees, it is necessary for the Board to establish procedures governing school visits.

Delegation of Responsibility

The CEO, principal, and their designee(s) have the authority to prohibit the entry or seek the removal of any individual to the School (which, for purposes of this Policy, includes the exterior grounds of the School) who does not follow the guidelines stated below, the directives of the CEO, principal, or their designee(s), other Board Policy, or any applicable federal or state laws or regulations.

Guidelines

Individuals wishing to visit the School, with a legitimate purpose, should make arrangements in advance with the CEO, principal, or designee.

Visitors will not be permitted to enter the School if it is determined by the CEO, principal, or designee that such visit will compromise student or staff safety or otherwise be disruptive to the educational process or normal School operations.

The principal has the primary responsibility for regulating access of visitors in the School and for ensuring that visitor conduct is monitored and supervised while in the building. Visitors who are granted access to the School and who subsequently pose a threat or disruption to the School environment may be subject to removal, barring, or arrest and prosecution.

Upon arrival, all visitors must report to the reception desk to identify themselves and receive a visitor’s badge prior to having access to the building. Proper identification must be presented in order to receive a badge. Proper identification includes a driver’s license or other government issued personal identification card, passport, or a current employee identification card from a local or federal government agency or private entity.

All visitors must sign the school security visitor’s log. The log shall have appropriate columns so that visitors can provide their name, agency/office, purpose of visit or person they are visiting, times of entry and departure, and badge number if applicable.

Visitors must follow the instructions provided to them at the security station. As directed by the CEO or principal, school security may limit the areas and time during which the visitor may access the building. The scope and duration of the visit will be tied to the purpose of the visit.

Visitors must wear or display their visitor's badge at all times while on School premises.

All visitors must sign out on the visitor's log prior to exiting the building.

Staff members shall relay concerns regarding the presence or conduct of visitors to the principal or security immediately so that further appropriate action may be taken.

Special Circumstances

Parents and Legal/Court-Appointed Guardians

Parents and guardians - including educational surrogate parents appointed by the Family Court or School - should be given the widest possible latitude regarding access to the School for the purposes of meeting with their child's teacher or other school staff, or observing their child's class.

Parents and guardians of prospective students should also be given an opportunity to visit the School and to observe proposed classes upon request.

Relatives or caretakers, who are not the child's guardian, will be allowed to visit the School if they are accompanied by a parent or guardian or if they have received permission in advance from the child's parent or guardian and the principal. If a relative or caretaker appears on the emergency contact list for a student, the relative or caretaker may be allowed access to the School to drop the student off or pick the student up. In the event that a court order, decree or agreement delineates the rights of parents, guardians and/or other relatives with respect to a child, the access that the School may provide to the child must be consistent with that order, decree or agreement. School staff should contact the CEO or designee for guidance in interpreting the terms of a court order, decree or agreement.

Professionals Visiting Schools

IEP Meetings

Visitors may be allowed entry to the School for the purpose of meeting with School staff regarding a student who is receiving special education services pursuant to the Individuals with Disabilities Improvement in Education Act of 2004 (IDEA). Such visitors may include: educational advocates, attorneys, guardian ad litem attorneys, and evaluators. However, these visitors should only remain in the building for the purpose and duration of their scheduled IEP meeting, and should not be allowed to roam the School or to observe any students in class unless the circumstances described below apply. The following guidelines shall apply to visitors in the school for special education matters.

Classroom Observations for Students with Special Needs

Classroom observations can be conducted by parents/guardians as stated above. Professionals completing evaluations of a student at the School will be allowed to observe the child in the classroom. These professional evaluators must present a signed authorization letter. Third party persons (including attorneys and educational advocates) who are not evaluators or parents/guardians shall not be allowed to observe classrooms while children are in the classroom. All classroom observations must be

scheduled prior to the day of arrival at the School. Prior to the in-class observations, any observer must complete and provide to the principal with a signed Confidentiality Agreement. The evaluator will be limited to two hours total of observation time over the course of a school year. Time may be broken into increments in a way agreed to by the evaluator and the School administration. An extension of time is at the discretion of the CEO or designee, must be requested in advance of the scheduled observation, and must be due to specific stated extenuating circumstances identified by the School or evaluator, unless otherwise required by law. The evaluator must act in such a manner that allows the regular school program to continue during the observation by refraining from engaging the attention of the teacher or student(s) through conversation or other means. The evaluator may be accompanied by School personnel at the discretion of the CEO or designee.

In all instances of professionals visiting the school for special education matters, an appointment should be made with the relevant School staff person or an IEP meeting should be previously arranged and notice issued to all relevant attendees. School staff persons are under no obligation or requirement to meet with an attorney, educational advocate, or observer or to allow them access to the school, if prior arrangements have not been made and agreed upon. Professionals visiting the School for special education matters shall have no direct interaction with students, including the student who is the subject of the observation.

Guardian Ad Litem Attorneys and Social Workers

Guardian ad litem attorneys and social workers may observe a class if they present a court order which indicates that they be permitted to do so. All guardian ad litem attorneys and social workers must provide a valid court document demonstrating their relationship as a guardian ad litem or social worker for a particular child. The court document should be signed by a judge, indicate the student's name, and be dated within one calendar year of the visit.