



## **CHRISTOPHER COLUMBUS CHARTER SCHOOL**

**916 Christian Street  
1242 South 13<sup>th</sup> Street  
Philadelphia, PA 19147**

### **Visitor Policy**

Parents/Guardians may request to visit their child's classroom, but the request must be made in accordance with established administrative procedures.

The building principal or vice principal must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit. The timing of classroom visits shall be determined by the building principal or designee. The building principal or designee may terminate a visit at any time if, in their judgment, the visit is disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff.

Administration reserves the right to request current FBI, Child Abuse, and PA Criminal Background Clearances. Visitors will check in with the front desk with a state ID or driver's license and wait for an administrator. They will receive and wear a visitors' badge and be escorted to and from the class by an administrator and follow any health and safety rules that may be in effect at the time of the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this Policy.

Questions or concerns about a visit or about anything observed during a visit must be addressed to the accompanying school staff member, 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. 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. Visitors shall keep their observations of other children confidential. Visitors will refrain from discussing or sharing their observations of any children other than the subject of their observation to ensure the privacy and confidentiality of every individual.

Under exceptional circumstances and upon request of the program supervisor, classroom teacher or parent/guardian, the building principal may authorize additional or longer classroom visits by a visitor.