

Franklin Towne Charter Visitor Policy

For a parent/guardian to visit the school for the purpose of observing their child's/wards's classroom a member of the school-based administrative team must grant prior approval for the visit, and shall notify the classroom teacher prior to 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 back-to-school events shall not constitute a classroom visit for purposes of this policy. In order to minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student in school without the approval of the building principal or designee. A member of the school-based administrative team and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges. Under exceptional circumstances and upon request of a member of the school-based administrative team may authorize additional or longer classroom visits by a parent/guardian. Should an emergency require that a student be called to the school office to meet a visitor, a member of the school-based administrative team shall be present during the meeting. No visitor shall go directly to a classroom to deliver or pick-up students or speak to teachers unless such visits have been approved previously a member of the school-based administrative team.