



## **Educational Board Approved Policies**

### **A1: Conditions for Classroom and School Visitation, Communication, and Removal Policy**

The Albert Einstein Academies encourages parents/guardians and interested members of the community to visit our Schools and view the educational programs. AEA values parents and community members as partners, and is committed to balancing an accessible campus with the rights of all students, teachers, and staff to a safe and orderly learning and working environment. To achieve these desired goals, the Board hereby adopts this visitor and communication policy to be implemented at all AEA school campuses.

#### **A. Visitors**

To ensure the safety of students and staff as well as to minimize interruption of the instructional program, AEA has established the following procedures to facilitate visits, including parent visits, during regular school hours:

1. Visits during school hours should first be arranged with the teacher and/or principal or designee, at least one (1) school day in advance of the school visit. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least one (1) school day in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher. Requesting a conference, school visit, or classroom visit at least one (1) school day in advance does not guarantee parents/visitors requested date. The teacher and/or the principal/designee may identify a different date or time based upon the educational program and schedule for the teacher, students, and/or principal. When multiple classroom visits are requested or there are concerns with disruption to the educational program, AEA may require the written permission of the teacher and the principal/designee prior to the visit.
2. All visitors shall utilize AEA's automated sign in immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name and the purpose for entering school grounds. For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises and require additional information, such as address, age, and/or proof of identity. In the event



that the automated system is not functioning, all visitors will be required to sign in at the front office.

3. A principal or designee may refuse to register a visitor if it is believed that the presence of the visitor would cause a threat of disruption or physical injury to teachers, other employees, or students.
4. A principal or designee may withdraw consent to be on campus even if the visitor otherwise has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt the school's orderly operation. If consent is withdrawn by someone other than the principal, the principal may reinstate consent for the visitor if the principal believes that the person's presence will not constitute a disruption or substantial and material threat to the school's orderly operation. Consent cannot be withdrawn for more than fourteen (14) days. AEA can implement visitation restrictions, as needed, to ensure a safe school environment that is free from disruption.
5. The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
6. The principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

## **B. Communication**

AEA encourages parents to communicate via email. School staff and administration will generally respond to emails within forty-eight (48) hours, not including weekends or holidays. While email communication is encouraged, emailing staff and



administration is a privilege, not a right. Parents or guardians who send excessive emails or emails that contain threatening language, foul language or curse words, harassing language, or otherwise inappropriate language, may be required to meet with administration and agree to alternative methods of communication.

The same caution is advised when using the telephone, written notes or letters, or student planners for communication. Parents who abuse these forms of communication by including threatening language, foul language or curse words, harassing language, or otherwise inappropriate language, may be required to meet with administration and agree to alternative methods of communication. For concerns or complaints, parents are encouraged to meet with administration and/or follow complaint policies.

### **C. Removal**

If a visitor, including a parent or guardian, does not leave after being asked or returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime which is punishable by a fine of up to \$1,000.00 or imprisonment in the County jail for a period of up to six (6) months or both. Additionally, further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.

### **BOARD APPROVED POLICY**

**Approved and Adopted: March 11, 2014**

**Revised:**