

VISITORS TO SCHOOLS A.R.S§15-184(J)

Parents of enrolled pupils and parents who wish to enroll their children in the School may visit, tour and observe the School and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The School may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

All visitors to any school must report to the School office upon arrival.

For those who wish to visit a classroom during the school day, the visitor must contact the administrator in advance to arrange a day and time for such visit. Conflicts with the School schedule shall be avoided.

In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after School hours.

No person may enter onto School premises, including visits or audits to a classroom or other School activity, without approval by the School administrator. Neither will any person be allowed to conduct or attempt to conduct any activity on School premises that has not had prior approval by the School administrator.

Anyone who is not a student or staff member of the School, and is in violation of this policy, may be asked to leave the property of the School. Failure to comply with the lawful directions of School officials or of School security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against School regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

SEE FORM ON NEXT PAGE REQUIRED TO SCHEDULE A VISIT

VISITORS TO SCHOOLS

Parents of enrolled pupils and parents who wish to enroll their children in the School must fill out this form to visit, tour, or observe a classroom.

Date: _____

Name of Parent: _____

Name of Pupil or Prospective Pupil: _____

Name of Classroom Parent seeks to visit, tour or observe:

Please describe the reason for your visit, tour or observation so that the School may best satisfy your request:

SUBMIT COMPLETED FORM TO MAIN OFFICE