



PARTNERSHIP SCHOOLS

Campus Visitor Policy and Procedures

1. This policy explains the conditions in which visitors are welcome on our campus. In addition to the direction stated in this policy, compliance with state and federal law is required. Under no circumstances is any individual who does not possess a Fingerprint Clearance (IVP) card permitted to be alone with a student unless the visitor is the parent or legal guardian of the student.
2. Teachers and campus staff must adhere to this policy as outlined. Campus administrators are responsible to ensure adherence to this policy and ensure that all FERPA requirements are observed. School employees who are expecting a visitor must notify office staff ahead of the visit.
3. All visitors are required to:
 - Sign in at the front office.
 - Present a photo ID and/or be listed as an Emergency Contact, or be accompanied by an Emergency Contact, as listed in the school's Student Information System (SIS)
 - Have documentation of official school business.
 - Front office will call and confirm the appointment.
 - All visitors will be escorted while on campus.
 - Sign out when leaving the campus.
4. Parents and guardians are encouraged and permitted to visit, tour, and observe Partnership Schools classrooms. Classroom observations must be scheduled at least 2 academic days in advance, in coordination with the teacher and with approval of the Principal.
5. Visitors are not permitted to tour or observe classrooms during state assessment testing, end of course testing periods or other official obligations.
6. Guest Presenters/Instructors. Teachers may invite, as appropriate, guests to visit the classroom to support relevant student learning objectives.
7. Visitors attending school functions after the end of the official school day that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to sign in at the main office.

Partnership Schools are committed to creating and maintaining a learning atmosphere where children feel safe and are free from outside distractions. While on campus, visitors should dress appropriately for a school campus, refrain from using profanity, and conduct themselves in a professional collaborative manner, and follow all directions from Partnership Schools staff. Disruptive behavior will not be permitted. Parents/visitors that fail to meet these standards may be asked to leave the campus. Those who consistently interfere with the learning environment may be banned from visiting the campus pursuant to A.R.S. §13-2911. Visitors will not be permitted to take pictures, record video, or record audio unless they have written permission from the site administrator. Partnership Schools reserved the right to deny requests for access to the campus if it threatens the health and safety of pupils and staff.

Ref: A.R.S. §15-184(J)

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