



## Policy and Procedures for Visitors, Tours, and Observations

### Background

Pursuant to Arizona Revised Statute §15-184(J), Desert View Schools has established the following policies and procedures regarding school campus visits, tours, and observations of all classrooms by parents/guardians of enrolled student and/or parents/guardians who wish to enroll their student in Desert View Schools, unless it is determined this may threaten the health and safety of students and staff. School campus visits, tours, and observations will only be conducted during regular school days and hours. All school campus tours, observations, and visits, may be canceled and/or postponed at any time if it is determined this may threaten the health and safety of students and staff.

### Campus Guest Guidelines

The following guidelines apply to any situation where a guest is on our campus, whether for a visit, a tour, or an observation:

- There should not be any interaction with students or instructional staff unless it is planned in the tour or part of the specific purpose of the visit. It should not occur at all during an observation.
- Guests will follow all guidance, including remaining in areas that will not disrupt instruction. Observers will be seated in the classroom in an area that will not disrupt instruction.
- All guests shall respect student confidentiality and shall not share any impressions of students with anyone. The signature of guests on the sign-in sheet represents an agreement to not disclose any personally identifiable or confidential information regarding students noted during the course of the guest's time on campus.
- Electronic devices such as laptops, cameras, audio or video recording devices are not permitted when visiting the campus. Cell phones may not be used for recording purposes. Phones must be silenced in all areas with students and completely turned off while in classrooms.
- School safety procedures will be adhered to at all times. All guests must register in the main office upon arriving and sign out when leaving. Any visitor who fails to comply with school regulations will be asked to leave the school grounds immediately.
- School Leaders retain the authority to exercise their discretion at any time to reschedule or terminate a visit, tour, or observation in the event of a building emergency or a disruption that impacts the physical or emotional wellbeing of the students in the school or the program, or when necessary to protect the safety of the students, the integrity of the academic program, or the confidentiality of personally identifiable information.

## Visitors

ALL visitors will be required to submit to all security-related procedures for entry onto the school campus, including presentation of photographic identification and, a point-in-time background check using the school's Raptor or similar technology system. Visitors to the campus should have a legitimate purpose for visiting the campus. All visitors will be issued a visitor's badge that must be worn at all times while on campus. All visitors must leave the school through the school office.

## Tours

Tours are available to parents/guardians of current and/or prospective students who are interested in learning more about Desert View Schools. During a tour, parents/guardians will be accompanied by a school administrator or other staff members for the entire tour. Families will learn about Desert View's mission and vision and receive answers to any questions they may have. Desert View will only allow parents/guardians of prospective students to visit/observe classrooms through a scheduled tour. Tours will generally only be available to an individual once, as the tour will be the same each time. To schedule a tour, please contact the school office.

## Observations for Parents/Guardians of an Enrolled Student

Desert View allows parents of enrolled students to observe their student in the classroom. Observations are restricted to the classrooms. Parents/ Guardians are not permitted to observe in the hallways or common areas, e.g. the cafeteria.

To request a classroom observation, parents/guardians will be asked to submit a written request to the school office and include the following information:

- Student's name
- Parent's/guardian's name, telephone and/or email contact information
- Student's classroom teacher(s) and assigned grade
- Purpose of the observation, including any particular part of the school day the observer wishes to see, and the desired outcome of the observation

The school leader will review the request, determine the appropriateness of the specific date requested, and respond to the parent/guardian request as soon as possible. Desert View does not generally schedule observations for certain portions of the year such as during state testing, during the first couple of weeks of school, and/or during the last days of the quarter/semester. The school leader and school staff retain the right and obligation to restrict classroom observations where necessary to protect the safety of students and staff, and the integrity of academic program in session.

## Observation Guidelines

In regard to observational visits, the following expectations apply in addition to all expectations referenced in the general guidelines above:

- Limit classroom observations to no more than 45 minutes, and no more frequently than once a quarter.
- The number of people scheduled to observe a student or classroom at one time shall be limited to two and no children may accompany parent/guardian observers.
- Staff members (and/or student greeters) involved in a classroom observation will briefly welcome observers to the class but will not interact with the observers before, during, or immediately after the observation period. Discussion of the observation, if desired, may take place at a subsequent conference.