



KI © VISITORS TO SCHOOLS

The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Such procedures shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.

No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.

Parent and Prospective Parent Visitors

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the school district. See Regulation KI-R.

Parent and prospective parent visit, tour and observation policies shall be easily accessible from the home page of each school's website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District's premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

Adopted: October 12th, 2022

LEGAL REF.: A.R.S. 13-1302 13-2905 13-2911 15-184 15-341 15-507 A.G.O. 184-054

CROSS REF.: AD - Educational Philosophy/School District Mission BBA - Board Powers and Responsibilities KFA - Public Conduct on School Property



KI-R © VISITORS TO SCHOOLS REGULATION

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

The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.

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 principal 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 principal. 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 principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District 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 District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.



Request to Visit School

School Visit Procedures:

1. Contact Principal at least two days in advance of request to arrange a day and time for site visit.
2. Complete the following form and submit for approval.
3. Upon arrival, report to the school office.
4. During visit, adhere to the location(s) identified below.
5. 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.

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

School Being Requested: _____ Date: _____

Name of Student: _____

Name of Parent: _____

Name of location(s) Parent seeks to visit, tour, or observe: _____

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

Request has been Approved: ____ Denied: ____ Reason for denial: _____

Administrator Name: _____ Sign: _____ Date: _____