

# ESPIRITU

COMMUNITY DEVELOPMENT CORPORATION

## Parent/Guardian Classroom Visits, Tours, Observations, and Visitor Policy

### Parents/Guardians of Enrolled Students

In accordance with Arizona law, parents/guardians of students enrolled at the school may request to visit, tour, or observe their child's classroom (a "campus visit"), subject to the following parameters:

All campus visit requests must be received by the school at least 48 business hours in advance of the proposed visit, provided that the school, in its sole discretion, may waive the 48 business hour advance notice requirement on a case-by-case basis. Request forms are available in the school office and on the school website.

Campus visit requests will be promptly reviewed by the Front Office, Academic School Leader, with input from the classroom teacher.

Campus visit requests will be approved unless they threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

During any approved campus visit, parents/guardians will be subject to all policies applicable to campus visitors generally, including safety requirements for providing identification, signing in and out of the campus, and if applicable, being accompanied by school staff.

### Parents/Guardians of Potential Students

In accordance with Arizona law, parents/guardians who wish to enroll their child in the school may sign up for a campus visit. All campus visit requests must be received by the school at least 48 business hours in advance of the proposed visit, provided that the school, in its sole discretion, may waive the 48 business hour advance notice requirement on a case-by-case basis. Request forms are available in the school office and on the school website.

Parents of potential students will be required to be accompanied at all times during any campus visit by a current staff member.

### Health and Safety Parameters

For purposes of this policy, the following requests threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff, and are therefore not allowed:

- Requests for campus visits during state testing, other testing periods, or at other times that would clearly interfere with educational instruction or disrupt the educational environment.
- Requests for campus visits by parents who have demonstrated failure to abide by campus visitation policies of the school.
- Requests that, for other reasons, threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

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## Parents/Guardians Behavioral Expectations

During any campus visit, parents are expected to check in at the school office to receive a visitor's badge and to maintain appropriate behavior, speech and dress at all times in a manner that is respectful and conducive to an environment in which the educational objectives of the school can be effectively administered. Consistent with this expectation, any parental behavior that constitutes harassment, bullying, or verbal or physical abuse of staff or students, or that otherwise disrupts the educational environment is expressly prohibited.

In addition, parents may not interfere with instruction or distract from the instructional environment, nor may parents help their child with their schoolwork during a campus visit, unless specifically allowed by the classroom teacher. A teacher's first responsibility is to the class as a whole. Therefore, a teacher will typically be unable to converse at any length with a visitor. A parent may arrange for a conference with a teacher by contacting the Academic School Leader or Front Office.

Parents who disregard these behavioral expectations while on school grounds will be subject to removal and exclusion from the facilities; may be prohibited from future campus visits or subject to other limitations on future campus visits; and may be subject to other consequences under applicable law or policy.

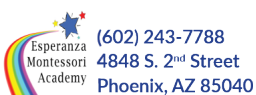
## Visitor Requirements

During the school day, a visitor must report to the school office upon arrival, provide appropriate ID, and sign in on the visitor log. A visitor must remain in the office area until the Academic School Leader or designee grants permission to leave that area.

A visitor must comply with direction from any ESPIRITU employee. The Academic School Leader, Assistant Academic School Leader, or a member of the school's Front Office staff will typically provide such direction, but other ESPIRITU employees may also do so in unusual or unforeseen circumstances. A visitor to a classroom must comply with the teacher's requests and instructions.

Before or after the school day, a visitor may enter ESPIRITU property only to attend an event to which the visitor was invited or to use facilities that ESPIRITU has designated for limited public use. A visitor attending a special function must remain in the area designated for the function.

A visitor who engages in disorderly conduct of any kind is subject to removal and exclusion from the facilities.



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