



# **PARENT CLASSROOM VISITS, TOURS, OR OBSERVATIONS**

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## **POLICY**

In accordance with Arizona law, parents of enrolled pupils may visit, tour, or observe their child's classroom, either in person or virtually, by requesting access to the specific classroom from the classroom teacher prior to arrival. Visits to classrooms are limited to two hours, and administration and/or the classroom teacher may set other parameters for such a visit, including a specific time for the visit.

Requests for access will be approved unless they will interfere with the health and safety of pupils and staff. Requests for access will not be approved during state testing or other testing periods or at other times that would clearly interfere with educational instruction. To ensure student and staff health and safety, parents of enrolled pupils must submit to the Instant Sexual Offender check described in the Visitor and Volunteer Policy when they visit a campus. If they do not pass the check or refuse to submit to such a check, they must be always accompanied during their visit, tour or observation by a current School staff member. If such a staff member is not available, the visit, tour or observation will need to be rescheduled to a time when a staff member will be available. Parents who violate the Abuse and Harassment Prohibition below will be removed from campus and prohibited from future visits to ensure student and staff health and safety.

In accordance with Arizona law, parents who wish to enroll their children in Paulden Community School may visit, tour, or observe classrooms, subject to the same policies set forth above. In addition to those policies, parents of potential Paulden Community School students must submit to the Instant Sexual Offender Check described in the Visitor and Volunteer Policy when they visit a campus. If they do not pass such a check, they will not be allowed on campus, as their presence will be deemed to interfere with the health and safety of pupils and staff.

## **PROCEDURES**

### Parent Classroom Visits During School Hours

- A parent must schedule visits, either in-person or virtual, with the child's teacher prior to arrival. Visits to classrooms are limited to two hours.
- Parents may not visit the classroom if the visit would threaten the health and safety of students and school staff.
- Parents may attend any class with their child but may not be allowed to participate in class activities unless invited to do so by the teacher.
- Parents are not allowed to help their child complete their work.
- Parents may not interrupt the teacher during instruction.

- Parents who want to meet with teachers should e-mail or telephone teachers to schedule an appointment. School-wide Parent-Teacher Conferences are scheduled twice (at a minimum) during the school year.
- Because of federal student privacy laws, parents may not make video or audio recordings during classroom visits without advance permission from the Administration.
- Parents may not address or discipline another student for his/her actions.
- Parents must follow all rules designated by teachers while in the classroom.
- Parents may not extend preferential treatment to their child at any time during school hours. (Students must continue to follow school rules and procedures.)
- Parents may not visit classrooms during state testing or other testing periods or at other times that would clearly interfere with educational instruction.
- Classroom visitors may not be allowed the last two weeks of each semester or the week prior to any school holiday.
- Parents may occasionally visit their child during lunch provided they have signed in and have administrator approval (in-person instruction only).
- In order to ensure the health and safety of School students and staff, parents must comply with the School's Instant Sexual Offender check procedures set forth in the Visitor & Volunteer Policies and Procedures.

[Arizona Department of Public Safety OffenderWatch®](#)