

## **Visitation/Observation Policy**

Pursuant to Arizona Revised Statute §15-184(J), our Governing Board of Directors for Triumphant Learning Center has developed and adopted 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 Triumphant Learning Center unless it is determined this may threaten the health and safety of students and staff.

School campus visits, tours, and observations will need to be conducted during the regular school days and hours.

ALL visitors will be required to submit to all security-related procedures for entry onto the school campus, including presentation of photographic identification and/or a point-in-time background check using the school's current technology system. All visitors must leave the school through the school office. 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.

### **Tour the School**

Tours are available to current parents/guardians and/or parents/guardians of prospective students who are interested in learning more about Triumphant Learning Center. During a tour, parents/guardians will be accompanied by a school administrator or other staff members for the entire tour. Parents/guardians will learn about Triumphant Learning Center and be provided with a brief tour of the campus, and receive answers to any questions families may have.

Triumphant Learning Center will only allow parents/guardians of prospective students to visit/observe classrooms through a scheduled tour. To schedule a tour, please contact the office at 928-348-8422.

### **Observations for Parents/Guardians of an Enrolled Student**

Triumphant Learning Center believes that current parents/guardians should have the opportunity to visit and observe their student's classroom. Observations are restricted to the classrooms. Parents/ Guardians are not permitted to observe in the hallways or common areas, e.g. the cafeteria.

#### **Requesting an Observation:**

To request a classroom observation, parents/guardians will be asked to submit a Classroom Observation Requests (attached) in writing to the office that includes the following information:

- School 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 office will notify the teachers involved, determine the appropriateness of the specific date requested, and respond to the parent/guardian request as soon as possible. Triumphant Learning Center 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 director and school staff retains the right and obligation to restrict classroom observations where necessary to protect the safety of students and staff, or the integrity of academic programs in session.

### **Expectations during the Observation**

During an observational visit, as opposed to volunteering, and to limit the distractibility this may cause in the classroom, below are some expectations Triumphant Learning Center requires visiting parents/ guardians to follow:

- Limit their 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.
- There should not be any interaction with students or the teacher.
- Observers will be seated in an area that will not disrupt instruction.
- 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 may take place at a subsequent conference.
- Those observing shall respect student confidentiality and shall not share any impressions of other students with anyone. The signature of observers on the sign-in sheet represents an agreement to not disclose any personally identifiable or confidential information regarding students noted during the course of an observation.
- Electronic devices such as laptops, cameras, audio or video recording devices are not permitted in observations, without prior consent of the Headmaster. Cell phones must be turned off while in the classrooms.
- School safety procedures will be adhered to at all times. All visitors 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.
- The school director retains the authority to exercise their discretion at any time to reschedule or terminate an 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 being observed, or when necessary to protect:
  - o The safety of the students in the program during the observation.
  - o The integrity of the academic program during the observation.

o Students in the program from disclosure by an observer of confidential or personally identifiable information he/she may obtain while observing the class. Staff strongly encourages parents/guardians to write down questions/impressions from their classroom observations and leave such notes for the teacher(s) and Director to review, and potentially discuss in a follow up meeting.

## **Visitors**

Triumphant Learning Center is a closed campus. This means that students are not permitted to leave the campus for any reason during school hours or during after-school activities, unless accompanied by an authorized adult. Parents/guardians may come to the school and sign their student out and accompany them off-campus for lunch. Parents/guardians who do so must then accompany their student back to school and sign them in at the office. Students' friends from other schools are never permitted to visit the campus socially before, during, or after school. All persons who come onto campus without official business are considered to be trespassing. Official signs are posted that prohibit trespassing, stating that Triumphant Learning Center is a public school, and that visitors must come directly to the school office, where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing. Former Triumphant Learning Center students who transferred out or otherwise did not graduate are also not permitted to visit the campus before, during, or after school hours. Alumni/graduates of the school may visit the campus before or after school hours but must still sign in at the school office. Alumni are not permitted to drop onto campus during the school day without an appointment and/or parents/guardians of prospective students. School safety procedures will be adhered to at all times. All visitors 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.

# CLASSROOM OBSERVATION/VISIT REQUEST FORM

## Parent/guardian Information

First and Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Student Information:

First and Last Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**Purpose of Observation/visit** (Please provide the purpose of the observation/visit, including any particular part of the school day you wish to see, & the desired outcome of the observation/visit):

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## Parent/Guardian Signature:

By signing below, you indicate that you have reviewed, understand, and accept the policy for school campus visitors and observations and abide by the rules, guidelines, and procedures outlined in the policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once this form is completed, please provide the complete form to the front office. The Director will notify the teacher(s) involved, determine the appropriateness of the specific date requested, and respond to the request as soon as possible.