



Tucson Preparatory School

## Parental Classroom Visit Policy

### 1. Policy Statement

Pursuant to Arizona Revised Statutes 15-184(J), the governing body of Tucson Preparatory School adopts the following policy to facilitate classroom visits, tours, and observations by parents of enrolled students and prospective parents, except when such visits pose a health or safety risk or conflict with critical school operations (e.g., standardized testing).

### 2. Purpose

- Enhance transparency and trust between families and school staff.
- Strengthen parent engagement in student learning and the school community.
- Ensure a respectful and safe environment for all students and staff.

### 3. Scope

Applies to:

- Parents or legal guardians of currently enrolled students.
- Parents of prospective students who wish to tour or observe classrooms.

### 4. Visit Scheduling

- Visits are permitted **during regular school hours** on non-testing days.
- Parents are encouraged (though not always required) to **schedule visits in advance** via the main office or the principal.
- Visits may be rescheduled or denied if they threaten health, safety, or disrupt instructional time, especially during standardized testing.

### 5. Check-In Procedure

Upon arrival, visitors must:

1. Report to the *main office or campus reception*.
2. Sign in on the visitor log (including name, student visited, date, and time).

3. Present a valid photo ID.
4. Check bags with the front desk.
5. Obtain a **visitor badge or sticker**, which must be worn visibly at all times while on campus.
6. Sign out and return the badge before departure.

## 6. Visitor Conduct

- Visitors must follow school rules.
- All visitors must be escorted by school personnel to ensure the safety of students, visitors, and staff.
- Siblings or children under school age may accompany parents **only with prior administrative approval**.
- The host teacher or principal may request the removal of any visitor whose behavior disrupts the educational environment or threatens safety in any way.

## 7. Restrictions & Exceptions

- Visits may be **denied or restricted** if deemed to pose a health or safety risk or during periods of sensitive testing or instruction.
- The school will offer to **reschedule visits** at a mutually acceptable time.

## 8. Accessibility & Website Posting

- This policy and its procedures are:
  - Adopted in a **public meeting** by the governing body.
  - Posted visibly on the school's homepage, linked under "Visiting and Observations"—in full compliance with A.R.S. § 15-184(J).

## 9. Review & Revision

- The governing body will **review this policy annually** and after any incident involving campus visits.
- Updates will be made through a publicly posted governing body meeting agenda.