

## **Classroom Visitor Policy**

Statutory Reference: A.R.S. 15-341

Dear school stakeholders:

All visitors must report to the school's main office to enhance school safety, student and staff protection. Additionally, all must sign in and receive a numbered Visitor's Badge, which must be worn and displayed. Visitors attending school-related functions open to the public are not required to register.

Next, parents/guardians and other stakeholders are permitted to visit our schools and classrooms to observe the work of students, teachers, and staff members. The principal or their designee is responsible for the safety of all persons on school grounds and ensuring classroom instruction proceeds without unnecessary disruption. Therefore, the following rules apply:

1. Anyone who is not a district employee or student enrolled in the Blue Ridge School District is considered a visitor.
2. All visitors must report to the Main Office upon arrival during school hours.
3. Visitors must register with the front desk by presenting a valid driver's license or another form of government-issued identification.
4. After the visitor's I.D. is verified, they receive a numbered identification badge, which must be worn at all times during their visit.
5. When school visit is completed, visitors must return their assigned Visitor Badge to the front office.
6. All visitors must exit via the school's main entrance.
7. To minimize disruption, anyone wishing to observe a classroom must contact the respective teacher(s) and principal at least 24 hours in advance.
8. Once contact is achieved, the principal provides permission verbally or in writing. Approval must be attained before classroom access is granted.
9. Anyone wishing to tour any school facilities must contact the respective school administrator at least 24 hours in advance.

10. Visitors cannot interact with students during classroom visits and observations without the teacher's consent. Only district-approved volunteers may interact with students during classroom instruction.
11. For the protection and privacy of students, visitors are not permitted to take pictures or use any recording device to record their classroom visits. However, note-taking is permissible.
12. All school visitors are subject to EBB- School Board Civility Policy. Legal Reference A.R.S. 13-2911,15-507. Violators are subject to removal and possible restrictions regarding future classroom and school visits.
13. Visitors to the campus shall follow staff directives.
14. The administration reserves the right to cancel or discontinue any visit, tour, or observation that may threaten the health and safety of students and staff.