



Visitor Procedures, Tour Policy, Parent/Guardian Observation & Volunteer Protocol

Parents, guardians, DDD case managers, and other professionals working with a family are welcome to visit their student's classroom with prior permission. All visits must be pre-approved by a member of the administrative team. Observations by parents and guardians will be limited to one 30-minute visit per appointment. The time allotted for outside service providers will be determined by the type of observation they have requested and been approved for. Observations are limited to once per quarter, for a maximum of (4) four visits per school year. We ask that all families wait six (6) weeks into the school year before scheduling visits and observations to give students and staff time to adapt to their new school routines without disruptions. Please contact one of the campus directors to make arrangements for observations at least one (1) week in advance of the intended visit.

Arizona State Law mandates that all visitors to any campus, including parents/guardians, must check in at the school offices before entering the classroom areas. AZACS requires visitors to provide their government-issued identification card and uses Raptor Technologies to scan the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders and the custom AZACS database before visitors are allowed on campus.

Once checked in, all visitors will read and complete the [Visitor Observation Protocol Form](#) and must comply with the following conditions:

- **Who May Be Observed:** The sole purpose of a classroom visit is to observe a student and the instructional program. A 30-minute time frame is allotted for parents and guardians. The time allotted for outside service providers will be determined by the type of observation they have requested and must be approved by a school administrator. Observations are allowed four times per year, once a quarter.
 - At no time should the observer's motive for or focus of a classroom observation be to observe another student in the classroom. If the Director has knowledge that the focus of a visit is to observe another student, they reserve the right to deny a requested observation or to end an observation that is in progress.
 - To protect the privacy of all students, visitors must maintain strict confidentiality regarding any other students they may see or hear during the observation. Observers may not discuss, share, or record any information related to other students' behavior, academic performance, or personal interactions. This includes refraining from taking notes, photos, or recordings that include other students. By participating in a classroom observation, visitors agree to respect the confidentiality of all students in accordance with school policy and applicable privacy laws.
- **Check-in:** Observers must check in at the main office and obtain a visitor's badge from the office staff before the observation period. Due to the need to minimize disruptions, no more than one observer may conduct an observation at one time unless pre-approved by an administrator.
- **Conduct during Classroom Observation:** Classroom observations are scheduled for 30 minutes per appointment for parents and a predetermined time frame for outside service providers. Observers are expected to enter the class or observation hub at the scheduled start time of the visit. While observing,



a designated area will be provided for visitors to sit. (Observers are asked NOT to sit with the student as this could create an unnecessary disruption for the student or other students.) Once in the classroom and seated, observers are asked to remain seated and refrain from interacting with the students or the teacher. Unnecessary noise and/or movement must be kept to a minimum. Please make a note of any questions or comments on a piece of paper for discussion at a later time. If any inappropriate conduct occurs during the observation (inappropriate language, raised voice, etc.), the observation will conclude, and the observer will be asked to leave.

- Questions/Comments: Observers wishing to discuss their student's behavior after the observation should schedule a separate conference with the teacher.
 - Teachers/staff are not required to answer parent questions during class, transitions, or during their planning time the day of the observation. Guests of the campus who fail to adhere to the stated guidelines during their observation may be asked to leave if their presence or conduct interferes with the orderly operation of the classroom. If you have an unusual concern, please ask to speak with the on-site administrator to address your concerns before you leave.
- No Photography or Audio/Video Recording of the School Environment: The use of photography or audio/video recording devices is strictly prohibited during classroom observations by guests. On rare occasions, an administrator may grant prior approval for photographs or audio/video recording of students for whom we have obtained media releases from their parents or guardians. Electronic devices that could be used to take photos or audio/video recordings should not be visible during the observation.
- School Administration: The School Director or their designee will accompany the visitor during the observation to protect the learning environment of all students.
- Children who are not enrolled in the classroom that is being observed will not be permitted in the classroom (e.g., siblings and other small children).

Additionally, a signed [Interagency Release of Information Form](#) or [FERPA Student Information Release Form](#) will be requested if a person other than the parent/guardian is observing.

Groups of visitors (more than two (2) persons) may be asked to visit the classroom at separate times, and AZACS requests that siblings or small children are not brought along during scheduled visitations.

The school values collaboration with outside providers to support student success. While we are happy to coordinate and communicate with these professionals if given parent/guardian permission via the [Interagency Release of Information Form](#), outside providers are not permitted to work directly with students onsite during the school day.

All visitors must sign out at the front desk when leaving the school facility. For the safety of all students, there are no exceptions to this requirement.

School administrators, or persons acting in their absence, are authorized to refuse entry to the school to persons who do not have legitimate business at the school or do not have proper signed documentation. Any person or persons engaging in unacceptable conduct will be asked to leave the school grounds.



Tour Policy

Tours are available to the parents/guardians of current and prospective students and outside members of the community who are interested in learning more about Arizona Autism Charter Schools. During a tour, visitors will be accompanied by a school administrator or other staff members for the entire tour. Visitors will learn about AZACS' program model, be provided with a brief tour of the campus, and receive answers to any questions they may have. Tours must be scheduled in advance through the district or the appropriate campus. Visitors who show up to campus to tour will not be permitted without a previous appointment. Regulatory officials who perform the oversight of AZACS operations are exempt from this policy. To schedule a tour, please contact the applicable AZACS campus.