



## **Visitor Procedures**

**Arizona State Law mandates that all visitors to any campus, including *parents* must check in at the school offices before entering the classroom areas.**

All visitors are required to check in at the front desk and provide their government issued identification card. AZACS uses Raptor Technologies to perform a background check on-site before visitors are allowed on campus.

Parents, Guardians, DDD case managers, and other professionals working with a family are welcome to visit their student's classroom with prior permission. *Due to the nature of the students served at Arizona Autism Charter School (AZACS), interruptions and distractions in the classroom must be kept to a minimum for all students in the room.*

*All visits must be pre-approved by a member of the administrative team and will be limited to **one 30-minute visit, per appointment. Observations are limited to once per quarter, for a maximum of (4) four visits per school year.*** We are asking 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.**

All visitors must report to the front desk to sign in and receive a visitor name tag. Visitor identification and signed Release of Information Form will be requested at that time if a person other than the parent/guardian is observing. Visitors will also be asked to sign a confidentiality agreement. An AZACS staff member will accompany the visitor to the classroom or observation hub. 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.

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

Visitors to the Main Campus will be escorted to the observation hub for the complete time of the observation. Visitors to the Early Learning Center or West Valley will observe through the classroom glass or in the classroom. Teachers and therapists are not able to take instructional time to discuss class events, procedures, or student matters with visitors. It is recommended that a second visit is arranged *before or after* school with the teacher and/or the therapist to discuss the visitor's observations.

**Main Campus**  
4125 N. 14th Street  
Phoenix, Az 85014  
Phone (602) 882-5544

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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 current parents/guardians and/or parents/guardians of prospective students who are interested in learning more about Arizona Autism Charter School. 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 AZACS' education, be provided with a brief tour of the campus, and receive answers to any questions families may have. AZACS will only allow parents/guardians of prospective students to visit/observe classrooms through a scheduled tour. To schedule a tour, please contact the applicable AZACS campus.

### **Parent Observation Protocol**

All observing parties must comply with the following conditions:

- **Who May Be Observed:** The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented within the allotted time frame (**no more than 30 minutes**). Observations are limited to **four times per year, once a quarter**.

At no time should a parent's motive for or focus of a classroom visit be to observe another student in the classroom. If the Director has knowledge that the focus of a parent's visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit that is in progress.

- Parents must request an observation at least four days in advance of the proposed visit.
- **Check-In:** Parents/guardians must check in the main office and obtain a visitor's badge from the office staff prior to the observation period. No more than two visitors may observe at one time.

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- Conduct during Classroom Visitation: Classroom visits are scheduled for no more than 30 minutes per visit. Parents are expected to enter the observation hub escorted by the administrator.
- Parent Questions/Comments: Parents wishing to discuss their student's behavior after the observation should schedule a separate conference with the teacher/Director.
- No Audio or Video Taping of Classroom: Video and/ or audio recording of classroom visits by the parent or guardian is prohibited without prior approval. Electronic devices which could be used to video or audio record should not be visible during the visit.
- School Administration: The Director or his/ her designee will be in the hub during the parent observation.
- Observations conducted during virtual school will also follow the observation protocol. Parent observations during virtual school will not be conducted if the child is not present in the virtual class with the observing parent.

### **Parent Volunteer Protocol**

All observing parties must comply with the following conditions:

- Sign up for structured volunteer efforts through the front desk. All volunteer events must have prior approval from school administration.
- Volunteers will be provided a work space for all projects. Additional materials and any other needs should be requested from the front desk.
- Volunteers should remain in the area provided and are prohibited from roaming halls without an escort or going into classrooms.
- All volunteer efforts will be given a specific allotment of time to allow the use of space for other needs.
- Check-In/Out: A staff member will escort volunteers to the specified location upon arrival. A visitor's badge must be worn at all times.

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- When projects are completed, the volunteer should check out with the front desk staff.
- Conduct during Volunteer Period: Volunteer projects are generally scheduled for no more than 2 hours per visit. Parents are expected to remain in the room provided, and report to the front desk once completed. Parents should not interact with students in the hallways, etc. This may cause unnecessary disruptions.
- No Audio or Video Taping on school premises: Video and/or audio recording of school visits by the parent or guardian is prohibited without prior approval. Electronic devices which could be used for video or audio record should not be visible during the visit.
- State Standards/Guidelines: Volunteers will be asked to produce an IVP Fingerprint Clearance Card prior to scheduling
- Any person not abiding by the above requirements will be asked to leave the school.
- School administration reserves the right to approve or deny volunteer requests.

**Visitor Procedures above apply to volunteers as well.**

### **Custody**

The most recent custody papers are to be kept on file in the school office.

This would be the latest dated court decree. It is the parent's responsibility to provide the latest and most recent court papers to the school. **Each year, even if the custodial rights have not changed, the burden is on the parent that has the appropriate paperwork to provide every year during registration.** Otherwise, the school uses the most recently dated papers received to validate custody.

### **Order of Protection**

1. If there is an order of protection due to custody (or any other issues), the student file is flagged in the school office. Orders of Protection are typically only good for one year. When Orders of Protection expire it is the custodial parent's responsibility to give a copy of the renewed Order of Protection to the school office.

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## **Guardianship**

1. Legal Guardianship and Temporary Legal Guardianship can only be established by Court Order. If a child does not reside with natural parents, the school will request “letters of guardianship,” issued by a court, before enrolling a student.

## **Guardianship for students over 18 years old**

In Arizona, a parent can file for legal guardianship in one or both ways:

- Have the student declared legally incompetent with legal paperwork
- File for legal guardianship and receive legal guardianship of the student

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