

DMS Classroom Visitation Policy

1. Purpose of the Policy

- **1.1.** To promote transparency and provide opportunities for parents and prospective families to observe their child within the school setting.
- **1.2.** To outline the procedures and guidelines for classroom visitation and student observations.
- **1.3.** To ensure that visits do not disrupt the educational process or compromise the health and safety of students and staff.
- **1.4.** Not to be applied to school tours or potential enrollment shadowing.

2. Eligibility for Visits

- **2.1. Parents/Guardians of Enrolled Students**
 - Eligible to visit and observe classrooms where their child is enrolled, one parent or guardian at a time.
- **2.2. Parents/Guardians Considering Enrollment**
 - Eligible to request visits, tours, and observations as part of the enrollment decision-making process.

3. Scheduling a Visit

- **3.1. Advance Notice**
 - Visitors must request a visit at least **two weeks** in advance.
- **3.2. Frequency of Visits**
 - Observations are limited to **two times per year per student**, once per semester unless otherwise authorized. Please refrain from making visitation requests until the first **six weeks** of the school year has passed and prior to the last six weeks of the school year.
- **3.3. Contact Information**
 - Visits are scheduled through the school's main office or designated staff member:
 - **Phone:** (602) 243-6909
 - **Email:** clee@desertmarigold.org
- **3.4. Approval Process**
 - The school will confirm the visit after coordinating with relevant teachers and ensuring it aligns with school activities.
 - Visitors must review and sign an acknowledgement of the school rules and posted signage prior to their visit.

4. Check-In Procedures

- **4.1. Arrival**
 - Visitors must report to the main office upon arrival.
- **4.2. Identification**

- Present a valid photo ID for verification (e.g., state id, driver's license, passport).
- **4.3. Visitor Badge**
 - Obtain and display a visitor badge at all times while on campus. Visitors will be accompanied by school faculty to and from classrooms.

5. Guidelines During the Visit

- **5.1. Purpose of Visit**
 - The sole purpose of the visit is to observe **your own child** and their interaction with the instructional program being presented.
- **5.2. Observation Duration**
 - Visits are limited to **no more than 30 minutes** unless otherwise approved.
- **5.3. Observation Etiquette**
 - Remain quiet and refrain from engaging with students during instructional time.
 - Observers are to follow the staff dress code.
 - No commenting during visitation as visitation should not introduce interruption to the instructional program being observed
- **5.4. Electronic Devices**
 - Silence all electronic devices. Recording audio or video, or taking photographs, is prohibited unless expressly permitted.
- **5.5. Interaction with Staff**
 - If you have questions or comments for staff please schedule a separate meeting.
- **5.6. Focus of Observation**
 - At no time should the focus of the visit be to observe **other students, the instructor(s), or the curriculum** in the classroom.

6. Limitations and Restrictions

- **6.1. Disruption of Educational Process**
 - Visits that disrupt classroom activities are not permitted.
- **6.2. Health and Safety Concerns**
 - The school may deny or reschedule visits that threaten the health and safety of students and staff (e.g., during a health outbreak or emergency situations).
- **6.3. Confidentiality**
 - Visitors must respect the confidentiality and privacy of all students and staff and adhere to all FERPA laws. ([link to FERPA guide for guardians and parents](#))
- **6.4. Age and Accompaniment Restrictions**
 - Visitors under 18 years of age are not permitted.
 - No additional guests, including children, are allowed during the visit.
- **6.5. Limitation on Observations**
 - Observations are limited to **two times per year**, once per semester, per student.
 - Each visit may last **no more than 30 minutes** unless an exception is granted.
- **6.6. Prohibited Focus on Other Students, Instructor, Curriculum, or Teacher**
 - If the administration has knowledge or reasonable suspicion that the focus of a parent's visit is to observe another student, teacher, or curriculum, the school reserves the right to **deny** the requested visit or to **end** a visit that is in progress.

7. Denial or Termination of Visits

- **7.1. Grounds for Denial**
 - Failure to comply with the visitation policy.
 - Health and safety threats.
 - Legal restrictions (e.g., court orders).
 - Intent to observe students other than one's own child.
 - Intent to observe teacher(s) or curriculum.
- **7.2. Immediate Termination**
 - The school reserves the right to terminate a visit if the visitor's behavior is inappropriate, disruptive, or in violation of the policy.
- **7.3. Appeal Process**
 - Visitors may appeal a denied visit in writing to the school board within **five business days**.

8. Compliance with Legal Requirements

- **8.1. Arizona Revised Statute §15-184(J)**
 - The policy is developed in accordance with state law requirements.
- **8.2. Accessibility**
 - This policy is easily accessible from the home page of the school's website.

10. Responsibilities

- **10.1. Visitors**
 - Adhere to all guidelines and procedures outlined in this policy.
- **10.2. School Staff**
 - Facilitate scheduled visits and ensure visitors are informed of the policy.
- **10.3. Administration**
 - Oversee the implementation of the policy and handle any issues or appeals.

11. Policy Review and Updates

- **11.1. Regular Review**
 - The policy will be reviewed annually by the governing board, and school staff for input.
- **11.2. Amendments**
 - Any changes will be adopted in a public meeting and updated on the school's website promptly.