

In accordance with House Bill 2025 which amends A.R.S. 15-184 and 15-341 was passed in May 2022. The new section of 15-184 (J) states that “a charter school governing body must develop and adopt in a public meeting policies to allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the charter school unless a visit, tour or observation threatens the health and safety of pupils and staff. These policies and procedures must be easily accessible from the home page on each school’s website”.

On August 24, 2022, the governing board adopted the Visitors, Observers, Tours Policy to be implemented immediately.

VISITORS, OBSERVERS, TOURS POLICY

All Choice Academies, Inc. Schools have an open-door policy. Adults, including parents of enrolled pupils and parents who wish to enroll their child at a Choice Academies, Inc. school, may visit, tour, and/or observe campus and/or classroom(s) during business hours without the need to schedule an appointment. The only exception to this policy is during formal, all-school testing times such as standardized testing. Those who wish to visit, tour, and/or observe the campus and/or classroom(s) must abide by the following practices:

- 1) **Sign-In / Sign-Out Procedures** - All adults on campus **MUST** sign in and out at the office.
- 2) **Badge** - All adults on campus must wear a badge (temporary sticker or school issued badge).
- 3) **Dress Standards** - Choice Academies supports families and students with a comfortable environment for everyone who visits our campuses. Staff and families are role models for every new generation. We encourage visitors on our campuses to wear appropriate clothing. Clothing should cover midriffs, buttocks, and undergarments. Please avoid any clothing that is excessively short in length and too open around the neckline, back, or armholes. Choice Academies will not deny attendance based on inappropriate dress. Administration reserves the right to address any concerns.
- 4) **Cell Phone** - Please turn off your cell phone or switch the phone to vibrate while on campus.
- 5) **Entering Classrooms** - Please remember academic time is precious; therefore, enter the room quietly.
- 6) **Observing** - If the purpose of the visit is to observe, please be seated in the back of the room to begin your observation.
- 7) **Student’s Family Members** - Many children are excited to have family members in the room and may disrupt the learning of others. Therefore, we ask that a child be acknowledged with a smile and unspoken greeting only and then redirect the child’s attention to the teacher.
- 8) **Teacher’s Responsibility** - A teacher is responsible for the school/class environment. If a teacher deems an adult/visitor is distracting to a student or the students, he/she may ask the individual to leave.
- 9) **Young Children (Baby, Toddler, Preschooler)** - Please do not bring young children into the classroom.

- 10) **Confidentiality** - Anything an adult/visitor may hear or see may be considered confidential. We ask that these things are not discussed with others. Should there be an issue of concern, please bring the matter directly to the school administration. Things that are considered confidential include but are not limited to:
- a) Student behavior or progress
 - b) Personnel information
 - c) Student records/grades
 - d) Inter-office memos
 - e) Names and phone numbers (unless specifically authorized for release).
- 11) **Campus Access / Restrictions**
- a) Hallways – Please keep voices low while in the hallways
 - b) Restrooms – The adult/visitor restroom is located next door to the teacher’s lounge in the main building
 - c) Teachers’ Lounge(s) – Only teachers and school staff are permitted in the teachers’ lounge(s)
 - d) Students / children are not allowed in the copy room
 - e) Adults may eat lunch with their student during the designated lunch time at a designated lunch table.
- 12) **Physical Displays of Affection with Children** - It is best to avoid initiating physical contact with the students and limiting physical contact when initiated by a student.
- Keep in mind some children do not like to be touched at all. For example, an action as simple as a gentle hand on the back guiding the student could be an unwanted touch. Staff may be able to communicate those children’s needs or the child may back away after your touch. Please respect the child’s wish to not be touched.
- Physical or verbal contact with a child that makes the student feel uncomfortable communicated either by the student’s words, actions or lack of response may be considered inappropriate.
- 13) **Accidents / Injuries** - An accident form must be completed when there is an accident or injury on campus. Forms are available at the front office.