

VISITORS TO SCHOOLS

**SCHOOL VISIT REQUIREMENTS AND
ACKNOWLEDGEMENT**

(A user may alter the format of this Exhibit to print it on one page.)

Requirements

The Phoenix Union High School District No. 210 (PUHSD) publishes this notice to guide those who visit PUHSD schools (visitors). This notice fulfills in part the requirement of Governing Board Policy KI (Visitors to Schools) that the Superintendent establish school-visit procedures for the control of persons other than PUHSD employees or students who enter PUHSD premises. These requirements apply to any person who is not a PUHSD employee or student when the person is on PUHSD premises or when the person attends a PUHSD-sponsored event held off PUHSD premises. Any PUHSD employee may enforce these requirements.

Governing Board Policies KFA (Public Conduct on School Property) and KI and Administrative Regulations KI-RA (Visitors to Schools) and KI-RB (Procedures for Visitors Communication or Access Restrictions) describe the conduct the PUHSD requires of a visitor. These requirements are intended to ensure students, employees, and visitors are safe and a visitor does not interfere with the school's administrative, educational, and operational programs. Copies of KFA, KI, KI-RA, and KI-RB are available upon request.

The PUHSD may ask a visitor to review the information below and to initial and sign this form where indicated to acknowledge understanding of and intent to comply with the PUHSD's expectations for visitor conduct.

_____ 1. No person may enter onto school premises, including to visit or to audit a classroom or attend another school activity, without the principal's prior approval. Parents are encouraged to visit their students' school for scheduled special events and activities. In order to avoid conflict with scheduled events or the disruption of critical educational activities (such as

testing), a parent must submit a request for a classroom visit to the principal in advance so that the principal can schedule a date and time.

_____ 2. During the school day, a visitor must report to the school office upon arrival, provide appropriate ID, and sign in on the visitor log. A visitor must remain in the office area until the principal or designee grants permission to leave that area.

_____ 3. A visitor must comply with direction from any PUHSD employee. The principal, an assistant principal, or a member of the school's security staff will typically provide such direction, but other PUHSD employees may also do so in unusual or unforeseen circumstances. A visitor to a classroom must comply with the teacher's requests and instructions.

_____ 4. A teacher's first responsibility is to the class as a whole. Therefore, a teacher will typically be unable to converse at any length with a visitor. A parent may arrange for a conference with a teacher by contacting the principal's office.

_____ 5. Before or after the school day, a visitor may enter PUHSD property only to attend an event to which the visitor was invited or to use facilities that the PUHSD has designated for limited public use. A visitor attending a special function must remain in the area the PUHSD designates for the function.

_____ 6. A visitor who engages in disorderly conduct of any kind is subject to removal and exclusion from PUHSD facilities.

_____ 7. A PUHSD employee may direct a visitor who violates PUHSD's requirements for visitors or any other PUHSD policy to leave PUHSD property. Failure to comply with a request to identify oneself or any lawful direction of a PUHSD employee is a violation of PUHSD policy. Failure to obey such lawful instructions may subject a visitor to prosecution for a violation of Arizona statutes (i.e., A.R.S. § [13-2911](#), Interference with an Educational Institution).

KI-E

EXHIBIT

EXHIBIT

Acknowledgement

I have received copies of the policies/regulations indicated below.

___ KFA ___ KI ___ KI-RA ___ KI-RB

Other (Specify): _____

I have read and I understand and will comply with these school visit requirements.

Printed Name of Visitor

Signature

Date of Signature