

Pioneer Technology & Arts Academy of Arizona

Board Policy: Visitors Visits, Tours, or Observations

I. Purpose

The purpose of this policy is to establish guidelines for parent classroom visits, tours, or observations at Pioneer Technology & Arts Academy of Arizona (PTAAA) to ensure a safe and conducive learning environment for all students.

II. Policy Statement

PTAAA welcomes and encourages parental (and other visitors) involvement and believes that regular communication between parents and the school is essential for student success. However, to maintain a secure and focused educational setting, it is necessary to establish certain protocols for classroom visits, tours, or observations.

III. Procedures

1. Scheduling a Visit:

- Visitors wishing to visit, tour, or observe a classroom must schedule an appointment at least 24 hours in advance through the school's main office. School tours will be allowed at shorter notice as long as an approved administrator is available to escort the visitor.
- Unscheduled visits will not be permitted otherwise.

2. Duration and Frequency:

- Classroom visits or observations shall not exceed 60 minutes unless otherwise approved by the school administration.
- Parents may request up to two classroom visits per semester. Additional visits may be approved at the discretion of the school administration.

3. Check-in Process:

- Upon arrival, parents must sign in at the main office and receive a visitor's badge, which must be visibly worn at all times during the visit.
- Parents must return the visitor's badge and sign out at the main office at the conclusion of their visit.

4. Conduct During Visit:

- Parents are observers and should not engage in classroom activities or discussions unless invited to do so by the teacher.
- Any concerns or questions arising from the observation should be addressed outside of classroom hours either through a scheduled meeting with the teacher or school administration.

5. Confidentiality:

- Parents must respect the confidentiality of all students. Any observations or information regarding students other than their own child should not be discussed outside of the school.

6. Limitations:

- The school administration reserves the right to deny or limit visits in situations where it might be disruptive to the educational process.

IV. Tours

- School tours for prospective families or community members will be scheduled periodically throughout the school year. Dates and times will be communicated through the school's official channels.

V. Exceptions

- Special events, performances, or open house events hosted by PTAAA are exempt from this policy. Parents and community members will be notified of such events in advance.

VI. Conclusion

Pioneer Technology & Arts Academy of Arizona values the partnership with parents and the community. This policy aims to balance the benefits of parental involvement with the need to maintain a safe and focused learning environment for all students.