

Estrella Educational Foundation

Campus Visitor Policy

Estrella Educational Foundation adopts the following policy in compliance with A.R.S. § 15-184. This policy amends the Foundation's Closed Campus Policy for purposes related to school visits and tours. The Closed Campus Policy otherwise remains in full force unless modified herein.

Estrella Educational Foundation schools located in Arizona allow parents of enrolled pupils to schedule school visits during normal instructional days, which may include classroom observations, under the following conditions:

1. Any such visitor will be required to submit to all security-related procedures for entry onto the school campus, including presentation of photographic identification and sign in.
2. Visitors will be accompanied by a staff member or other individual chosen by the school.
3. Visitors are required to follow all staff directives while they are on the school premises.
4. Visitors are not permitted to engage with students, including their own student, or teachers or act in any way that disrupts the orderly administration while they are on the school premises.
5. Visitors must schedule any such visit or classroom observation no less than two (2) school weeks in advance by following the school's established procedures. All requests should include a requested itinerary for visitation specifying the classes the parent wishes to visit, which is subject to approval.
6. No visitor whose access to the school is currently restricted by the school or otherwise prohibited by law will be allowed to schedule a visit or classroom observation.
7. Visitors must be 18 years of age or older and may not bring children with them.
8. Visitors may not bring any personal items, including but not limited to bags, purses, cell phones, or other technology devices, onto campus. Schools will not be responsible for any such personal items, which must be left at home or in the visitor's personal vehicle.
9. No recording of any kind is allowed during school visits and/or classroom observations.
10. All classroom observations are limited to 30 minutes, and are allowed during normal instruction time, as defined by the school. Classroom observations may not occur during examinations, presentations by students other than the visitor's own child(ren), or other times which, at the school's discretion, could compromise students' welfare or right to privacy, or that would otherwise result in a disruption to the normal operation of the school.

11. Classroom observations may be limited to one visitor at a time, and visitors may only schedule one (1) classroom observation per month.

12. Any disruption of normal school or classroom activities or any violation of the above rules may result in a suspension of future visitation privileges up to and including the remainder of the school year and may result in the immediate termination of a visit already in progress.

Estrella Educational Foundation schools allow for regularly scheduled school tours to be attended by parents who wish to enroll their children in the school ("Prospective Parents"). All regularly scheduled tours are subject to advance registration by the Prospective Parent as well as compliance with the school's standard security procedures for scheduled tours.

Visitation and classroom observation by Prospective Parents outside of regularly scheduled school tours are subject to the same requirements as visits by parents of enrolled students. In addition, such visits by Prospective Parents will be allowed only after (1) the parent has previously attended a regularly scheduled tour or has been excused from attending such a tour at the discretion of the Head of School, and (2) the school has sufficient information to establish enrollment eligibility for a student for the current or following school year from the Prospective Parent.

All tours, visits, and observations are subject to cancellation and/or postponement if such tour, visit, or observation threatens the health and safety of pupils or staff.

All visitors will be required to evidence their commitment in writing to full compliance with these rules and requirements prior to admission to the school premises.

Schools may adopt additional procedures to assist with compliance with this Policy.