

September 2026

Policy Advisory No. 1069.....Policy KI — Visitors to Schools
DELETE Regulation KI-R — Visitors to Schools
 Exhibit KI-E — Visitors to Schools

Policy Advisory Discussion

Policy Advisory No. 1069

Policy KI — Visitors to Schools

DELETE Regulation KI-R — Visitors to Schools

Exhibit KI-E — Visitors to Schools

Policy KI has been revised to incorporate relevant provisions of Regulation KI-R and consolidate visitor requirements in one policy. The revised policy clarifies school and classroom visit procedures, including principal approval, advance arrangements for classroom visits, and the requirement that visitors report to the school office upon arrival. The policy also identifies restrictions applicable to visitors, including prohibitions involving alcohol, weapons, drugs, and tobacco or tobacco products on District property, and clarifies consequences for failure to comply with District requirements or lawful directions.

Regulation KI-R has been incorporated into Policy KI under the headings *Visitor Procedures* and *Compliance*. Accordingly, Regulation KI-R has been removed from the model manual.

Exhibit KI-E has been revised to provide a more complete request and approval form for school and classroom visits, tours, and observations. The exhibit adds visitor contact and scheduling information, identifies the type of request, and incorporates acknowledgment of principal approval, school office check-in, and compliance with District visitor requirements.

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If you have any questions, please call Policy Services at (602) 254-1100. Ask for Dr. Charlotte Patterson, Policy Analyst; Lynne Bondi, Policy Analyst; or Renae Watson, Policy Technician. Our e-mail addresses are, respectively, [cpatterson@azsba.org], [lbondi@azsba.org] and [rwatson@azsba.org].

Page 1 of 7

ADVISORY 1069

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KI © VISITORS TO SCHOOLS

The Superintendent ~~shall~~ will establish school-visit procedures for the control of persons other than current school personnel or students who enter District premises. ~~Such~~ These procedures ~~shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds~~ may include sign-in protocols, name tags, limits on the number of visitors, and/or allowable visiting dates and times.

Visitors must follow all legal and District requirements including, but not limited to, restrictions against bringing alcohol, weapons, or drugs onto District property or using tobacco or tobacco products on District property.

~~No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.~~

~~Parent and Prospective Parent Visitors~~

~~The Superintendent shall develop procedures 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 School District. See Regulation KI-R.~~

Visitor Procedures

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled students and parents who wish to enroll their children in the School District, unless a visit, tour or observation threatens the physical, intellectual, social or emotional health and/or safety of students and staff.

Approval by the principal is required for all school or classroom visits.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit.

All visitors to any school must report to the school office upon arrival.

Parent and prospective parent visit, tour and observation policies ~~shall~~ and procedures must be easily accessible from the home page of each school's website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District's premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

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Compliance

Anyone who is not a current student or staff member of the District schools and who violates this policy or applicable visitor procedures may be asked to leave District property; may be prohibited from future campus visits or subject to other limitations on future campus visits; and/or may be subject to other consequences as appropriate. Failure to comply with the lawful directions of District officials, District security officers, or law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District policy. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Adopted: _____

LEGAL REF.:

A.R.S.

13-1302

13-2905

13-2911

13-3102

15-184

15-341

15-342.05

15-507

36-681

A.G.O.

I84-054

CROSS REF.:

A - District Mission and Belief Statement

~~AD - Educational Philosophy/School District Mission~~

BBA - Board Powers and Responsibilities

KFA - Public Conduct on School Property

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REGULATION

~~VISITORS TO SCHOOLS~~

~~Parents of enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.~~

~~The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.~~

~~All visitors to any school must report to the school office upon arrival.~~

~~For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.~~

~~In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.~~

~~No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.~~

~~Anyone who is not a student or staff member of the District schools, and is in violation of this regulation, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.~~

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KI-E ©

EXHIBIT

VISITORS TO SCHOOLS

Parents/guardians of enrolled ~~pupils~~ students and parents/guardians who wish to enroll their children in the School District must ~~fill out~~ complete this form to request a visit, tour, or ~~observe~~ observation of a classroom.

Date: _____

Name of Parent/Guardian: _____

Phone: _____ Email: _____

Name of ~~Pupil~~ Student or Prospective ~~Pupil~~ Student: _____

Name of Classroom Parent seeks to visit, tour or observe:

~~Please describe the reason for your visit, tour or observation so that the District may best satisfy your request:~~

School: _____ Grade: _____

Classroom/Teacher Requested, if known: _____

Type of Request:

☐ Visit

☐ Tour

☐ Observation

Requested Date: _____ Requested Time: _____

Alternate Date/Time, if applicable: _____

Please provide any information that will assist the District in scheduling and accommodating the requested visit, tour, or observation:

Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.

I understand that approval by the principal is required for all school or classroom visits. I also understand that all visitors must report to the school office upon arrival and comply with District policy and applicable visitor procedures.

Parent/Guardian Signature: _____ Date: _____

School Use Only

- ☐ Approved
- ☐ Approved with alternate date/time: _____
- ☐ Denied because the visit, tour, or observation would threaten the health and safety of students or staff.

Principal/Designee Signature: _____ Date: _____

Comments/Conditions, if any:
