**SELF DEVELOPMENT ACADEMY**

**CLASSROOM VISITS, TOURS, AND OBSERVATIONS**

**POLICIES AND PROCEDURES**

**Parents of Enrolled Students**

Per Arizona state law, parents of students enrolled at the school may request to visit, tour, or observe their child’s classroom. The visits will be subjected to the following policies and procedures:

* All campus visit requests must be received by the school at least 24 hours in advance of

the proposed visit, provided that the school, in its sole discretion, may waive the 24-

hour advance notice requirement on a case-by-case basis.

* Campus visit requests will be approved unless they threaten to interfere safety of students and staff or the education of students.
* Parents may volunteer at various times throughout the school year. To volunteer, the parent must provide a valid IVP Fingerprint Card. In addition, parent volunteers are not allowed to grade student papers or have access to student grades.

As a reminder, during any approved campus visit, parents will be subject to all policies applicable to campus visitors generally, including safety requirements for providing identification, signing in and out of the campus, and if applicable, being accompanied by school staff.

**Parents of Potential Students**

Parents who wish to enroll their child in Self Development Academy may request a campus visit, subject to the same parameters for parents of enrolled students. Additionally, parents of potential students will be required to be accompanied at all times during any campus visit by a current staff member.

Campus visits will be scheduled at a mutually convenient time for the school and the parents, and will be limited to a specific time frame, at the school’s discretion.

For purposes of this policy, requests for campus visits during testing periods or any additional times that would disrupt the educational environment will not be granted. In addition, any parent who has previously demonstrated a failure to follow appropriate behavior expectations will not be approved for a campus visit.

**Other Visitors as Applicable**

Individuals who are not current or prospective parents may request to visit or observe a classroom or by contacting the school administration. Visits and observations will be granted for 15 minutes and require a campus administration member to accompany the non-parent visitor while on campus.

**All Visitors**

All visitors will be accompanied by staff to their destination on campus.

Visitors are not permitted to engage with students, including their own student(s), or teachers, or act in any way that disrupts the orderly administration while they are on the school premises.