



Visitors

To provide for the safety and security of employees, students and the facilities at the Consortium, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee and student welfare, and avoids potential distractions and disturbances.

All visitors are welcome and should enter the facilities of the Consortium at the identified reception area. All visitors to school sites will be asked to sign the Visitor Book documenting the time of arrival and time of departure. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of the visitors.

If an unauthorized individual is observed on the premises of the Consortium, employees should immediately notify their immediate supervisor. If there is concern for the welfare of the students or staff, the individual is authorized to contact the police. If there is any questionable person or situation, reporting to the police is the best and most expedient course of action.

Parent Classroom Visits, Tours, or Observations

IntelliSchool welcomes visitors to campus. In order to comply with A.R.S. §15-184, parents of students enrolled at the school or parents who wish to enroll their student in the school may request to visit, tour, or observe their student's classroom.

During any approved campus visit, parents will be subject to all applicable policies, including safety requirements for providing identification:

1. All visits, tours, or observations must be arranged in advance with the principal or superintendent. Campus visit requests will be approved unless they threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.
2. All visitors should enter the facilities of the Consortium at the identified reception area. All visitors to school sites will be asked to sign the Visitor Book documenting the time of arrival and time of departure.
3. Visitors must be accompanied by a staff member at all times while on site.

4. During any campus visit, parents are expected and required to comply with all campus visitor procedures and to conduct themselves at all times with appropriate decorum and in a manner that is respectful and conducive to the educational environment.
5. Requests that threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff will not be permitted.
6. If a visitor causes a disruption or otherwise violates a policy, procedure, or law while on campus and the campus administrator deems it necessary for the safety and security of students, staff, and other visitors, the visitor will be immediately removed and may be subject to consequences under applicable law or policy.

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.