



Title: Visitor, Tour, and Observation Policy

1. Purpose and Scope

This policy outlines the procedures and guidelines for visitors, tours, and observations at Nosotros Academy K-12, a K-12 charter school located in Tucson, AZ.

2. General Guidelines

2.1. Visitor Check-In: All visitors, including parents, guardians, community members, and prospective families, must check in with the main office upon arrival (In-Person or Telephonic).

2.2. Identification: Visitors may be asked to wear a visitor badge or pass prominently displayed at all times while on school premises.

2.3. Scheduled Tours and Observations: Tours and classroom observations must be scheduled in advance at the main office and approved by administration.

2.4. Escort Requirement: All visitors, unless otherwise authorized by school administration, must be escorted by a staff member or school representative while on the premises.

2.5. Student Safety: The safety and well-being of students is paramount. Visitors are expected to conduct themselves in a manner that prioritizes student safety and respects the learning environment.

3. Classroom Observations

3.1. Purpose: Classroom observations are encouraged to allow parents and prospective families to gain insight into the school's educational environment.

3.2. Scheduling: Classroom observations must be scheduled at least 24 hours in advance through the school administration office.

3.3. Duration: Observations are typically limited to 30 minutes per classroom. This limit may be subject to change at the discretion of the school administration.

3.4. Observer Conduct: Observers must refrain from any form of interaction with students, teachers, or staff during the observation period. Questions or comments should be addressed after the observation. Parent(s) may be permitted to interact with their enrolled student(s) at the discretion of the classroom teacher and school administration during the observation.

3.5. Confidentiality: Observers are expected to maintain the confidentiality of all information observed during the visit.

4. Tours

4.1. Purpose: Tours provide an overview of the school's facilities and learning environment.

4.2. Scheduling: Tours must be scheduled in advance through the school administration office.

4.3. Tour Guide: An employee from our Family Department will lead the tour, providing information about the school's programs, facilities, and educational philosophy.

5. Special Events and Assemblies

5.1. Public Events: Special events, assemblies, and performances are open to the public, and no prior scheduling is required. However, visitors are still required to check in at the main office.

6. Exceptions

Exceptions to this policy may be granted at the discretion of the school administration, considering factors such as emergencies or special circumstances.