K1-E Visitors to Schools

School-Visit Requirements and Acknowledgment

The Phoenix Union High School District No. 210 (PXU) publishes this notice to guide those who visit PXU schools (visitors). This notice fulfills in part the requirement of Governing Board policy K1 (Visitors to Schools) that the Superintendent establish school-visit procedures for the control of persons other than PXU employees or students who enter PXU premises. These requirements apply to any person who is not a PXU employee or student when the person is on PXU premises or when the person attends a PXU-sponsored event held off PXU premises. Any PXU employee may enforce these requirements.

Governing Board policies KFA (Public Conduct on School Property) and KI and administrative regulation KI-RA (Visitors to Schools) describe the conduct the PXU requires of a visitor. These requirements are intended to ensure students, employees, and visitors are safe and a visitor does not interfere with the school’s administrative, educational, and operational programs. Copies of KFA, KI, KI-RA, and KI-RB are available upon request.

The PXU may ask a visitor to review the information below and to initial and sign this form where indicated to acknowledge understanding of and intent to comply with the PXU’s expectations for visitor conduct.

1. No person may enter onto school premises, including to visit or to audit a classroom or attend another school activity, without the principal’s prior approval. Parents are encouraged to visit their students’ school for scheduled special events and activities. In order to avoid conflict with scheduled events or the disruption of critical educational activities (such as testing), a parent must submit a request for a classroom visit to the principal in advance so that the principal can schedule a date and time.

2. During the school day, a visitor must report to the school office upon arrival, provide appropriate ID, and sign in on the visitor log. A visitor must remain in the office area until the principal or designee grants permission to leave that area.

3. A visitor must comply with direction from any PXU employee. The principal, an assistant principal, or a member of the school’s security staff will typically provide such direction, but other PXU employees may also do so in unusual or unforeseen circumstances. A visitor to a classroom must comply with the teacher’s requests and instructions.

4. While on campus, a visitor must comply with all district safety protocols, regulations, and protocols. This includes following all campus entry protocols and participating in a prefatory health screening. Visitors must also maintain an appropriate social distance, and wearing a cloth face covering (in accordance with Regulation KI-RB – Visitors to Schools).

5. A teacher’s first responsibility is to the class as a whole. Therefore, a teacher will typically be unable to converse at any length with a visitor. A parent may arrange for a conference with a teacher by contacting the principal’s office.

6. Before or after the school day, a visitor may enter PXU property only to attend an event to which the visitor was invited or to use facilities that the PXU has designated for limited public use. A visitor attending a special function must remain in the area the PXU designates for the function.

7. A visitor who engages in disorderly conduct of any kind is subject to removal and exclusion from PXU facilities.

8. A PXU employee may direct a visitor who violates PXU’s requirements for visitors or any other PXU policy to leave PXU property. Failure to comply with a request to identify oneself or any lawful direction of a PXU employee is a violation of PXU policy. Failure to obey such lawful instructions may subject a visitor to prosecution for a violation of Arizona statutes (i.e., A.R.S. § 13-2911, Interference with an Educational Institution).