



VISITOR & VOLUNTEER POLICIES & PROCEDURES

Sonoran Schools has established campus access policies and procedures to protect the health and safety of students, staff, parents, and other community members during regular school hours.

All visitors are expected to conduct themselves in a professional and appropriate manner at all times, and are expected to:

- be appropriately dressed;
- use appropriate language and behavior; and
- respond respectfully to any direction given by a staff member.

This School maintains a Zero Tolerance policy towards drugs, tobacco, e-cigarettes/vaping, and alcohol possession and use. Weapons are also prohibited. These policies apply to all campus visitors and volunteers, including parents.

PARENT CLASSROOM VISITS, TOURS OR OBSERVATIONS

In accordance with Arizona law, parents of enrolled pupils may visit, tour or observe their child's classroom, either in person or virtually, by requesting access to the specific classroom from the classroom teacher prior to arrival. Visits to classrooms are limited to two hours, and administration and/or the classroom teacher may set other parameters for such a visit, including a specific time for the visit. Other requirements for parent classroom visits are set forth in detail in the parent/student handbook. Requests for access will be approved unless they will interfere with the health and safety of pupils and staff. Requests for access will not be approved during state testing or other testing periods or at other times that would clearly interfere with educational instruction. To ensure student and staff health and safety, parents of enrolled pupils must submit to the Instant Sexual Offender check described below when they visit a campus. If they do not pass the check or refuse to submit to such a check, they must be accompanied at all times during their visit, tour or observation by a current School staff member. If such a staff member is not available, the visit, tour or observation will need to be rescheduled to a time when a staff member will be available. Parents who violate the Abuse and Harassment Prohibition below will be removed from campus and prohibited from future visits to ensure student and staff health and safety.

In accordance with Arizona law, parents who wish to enroll their children in a Sonoran School may visit, tour or observe classrooms, subject to the same policies set forth above and in the parent/student handbook. In addition to those policies, parents of potential Sonoran School students must submit to the Instant Sexual Offender Check described below when they visit a campus. If they do not pass such a check, they will not be allowed on campus, as their presence will be deemed to interfere with the health and safety of pupils and staff.

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ABUSE AND HARASSMENT PROHIBITION

This School does not, under any circumstance, condone or tolerate conduct that may constitute sexual harassment or abuse, racial harassment or abuse, or any other form of abuse, on the part of any student, employee, parent, class visitor, or volunteer. This School supports the right of all individuals to work/study in an environment free from any type of discrimination. Any visitor found to have engaged in harassment, abuse, or otherwise disrupted the educational environment while on school grounds will be ejected from campus, may be prohibited from future campus visits, and will be subject to prosecution under A.R.S. § 13-2911.

ALL CAMPUS VISITORS: SEXUAL OFFENDER CHECK

Except as specified below for DCS or law enforcement personnel, all Sonoran Schools use a nationwide screening program to conduct an Instant Sexual Offender Check on **ALL** visitors to the campus **during regular school hours** who are over the age of 16 (sixteen), including parents and guardians of enrolled students, regardless of the purpose of the visit.

Any individual over the age of 16 who wishes to visit any part of the campus beyond the reception area of the front office must submit to this Instant Sexual Offender Check **EACH** time the individual comes to campus.

NOTE: All volunteers who have passed the School's In-Depth Background Check are still required to submit to the Instant Sexual Offender Check to access the campus during regular school hours. There are no exceptions to this policy.

To submit to an Instant Sexual Offender Check, the individual will need to provide a driver's license. Any individual who does not have a driver's license *may* be allowed on campus but only if a staff member is available to escort the individual for the duration of their visit and solely in the discretion of the School Administration.

Once verified, the individual will be issued a Visitor Pass, valid for that day only and subject to time limits, as applicable. This pass must be worn for the duration of the visit. At no time is a visitor to be in an area of school, except that to which the individual has been assigned or approved to visit. All visitors must sign out in the Front Office.

Except as set forth above for parents of enrolled students, if an individual chooses not to submit to, or does not pass, an Instant Sexual Offender Check, that individual may remain, under Staff supervision, in the reception area, but will not be allowed access to any other part of the campus.

All campus visitors who are not the parents of enrolled students or who are not parents who wish to enroll their children in a Sonoran School must both pass the Instant Sexual Offender Check and be accompanied

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at all times by a current School staff member. If such a staff member is not available, the campus visit will need to be rescheduled to a time when a staff member will be available.

VOLUNTEER IN-DEPTH BACKGROUND CHECKS

School volunteers are individuals other than parents of enrolled students who wish to visit, tour or observe their child's classroom. Parents of enrolled students are deemed to be volunteers if they wish to provide any services for students, whether supervised or unsupervised, or perform other duties as instructed by School staff.

If a school volunteer holds a valid, unexpired Arizona Fingerprint Clearance Card (FCC), the volunteer does not need to submit to an In-Depth Background Check, as they have already been subject to a rigorous background check, as allowed by A.R.S. § 15-512.

A valid, unexpired Arizona Fingerprint Clearance Card (FCC) is required for all non-parent volunteers who **provide unsupervised services directly to students**.

All Sonoran Schools use a nation-wide screening company to conduct an In-Depth Background Check on:

- All ***non-parent** volunteers who do not hold a valid FCC and who:
 - Volunteer on campus more than twice in a school year, or
 - Who chaperone any field trip.
- All **parent** volunteers who:
 - Volunteer on campus, in any unsupervised capacity (e.g. library volunteer; dance chaperone);
 - Chaperone at any off-campus activities;
 - Frequently interact directly with students for a specific activity or event (e.g., soccer coach).

**All non-parent volunteers who do not hold a valid FCC but who have submitted to, and passed, and In-Depth Background Check must be accompanied at all times by a Staff Member (e.g. any chaperone on a field trip as part of a group that includes a Staff Member).*

An individual can initiate an In-Depth Background Check using the Self-Service Portal in the School Office. The individual then has the option of completing the submission at the School or completing the submission remotely, later. Once submitted, the applicant's In-Depth Background Check general takes about 72 hours to complete.

Prior to deciding to submit to an In-Depth Background Check, it is important that the individual understands that Sonoran Schools follows an Adverse Action Process. This two-step process is utilized when the In-Depth Background Check returns negative information on the applicant that may influence the School's decision to approve an individual for volunteer privileges at the School.

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Step 1: The individual is provided written notice (usually via email) that the In-Depth Background Check returns negative information on the applicant and that, consequently, the School is considering whether to allow the individual to volunteer. In this notice, the School:

- Provides the individual with the name of the agency that provided the report
- Provides a copy of the report
- Informs the individual that they have the right to dispute any inaccurate or incomplete information in the report by contacting the agency directly
- Provides the contact information for the agency
- Provides the individual with a copy of the Summary of Your Rights Under the Fair Credit Reporting Act
- Informs the individual that they have 5 (five) business days to *dispute the negative information in the report and provide additional information to the School for consideration.

** If an individual disputes the findings of the background report, the Adverse Action Process is halted, pending dispute resolution.*

Step 2: The School provides the individual with written notice (usually via email) of its final decision and the information that the School used to make its decision.

VOLUNTEER ACCESS TO INFORMATION

School volunteers are subject to the authority and direction of the campus Principal. Visitors may, under limited circumstances, have access to certain student education records and other information in connection with the visitor's authorized duties. All visitors understand and agree that any unauthorized disclosure of confidential student education records is prohibited by the federal Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232 et. seq., and by A.R.S. § 15-141. **FAILURE TO KEEP STUDENT INFORMATION CONFIDENTIAL MAY RESULT IN LOSS OF VOLUNTEERING PRIVILEGES.**

CHAPERONES & "FIELD TRIPS"

Chaperones are essential for proper supervision and are intended to address the health, safety, and security needs of the students. Chaperones are volunteers, including a parent/guardian volunteer, whose child is participating in the trip. As volunteers, chaperones are bound by all aspects of this Visitor and Volunteer Policy. In addition, chaperones must:

- Be 18 years or older;
- Wear an identifying badge;
- Sign in and out in with the staff member in charge of the event;
- Refrain from disciplining or inappropriately touching students;
- Not administer any medication to a student, except for their own child.

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- Not bring preschoolers or children who are not registered at the school for which they are volunteering on the trip.

STUDENT VISITORS

For the purpose of this document, student visitors are defined as:

- Students wishing to bring student visitors to School;
- Former students wishing to visit the School;
- Prospective students wishing to shadow;
- Staff who wish to bring a school-age child to campus who is not enrolled at the School.

All such visitors to the School must:

- Submit a completed Student Visitor to Campus form at least two (2) school days in advance and receive approval from the Administration. Submitting a request at least two school days in advance allows the School to check schedules and staffing to ensure such visits do not disrupt the learning environment.
- Student visitors under the age of 16 must be signed in and out by a parent/guardian. (In the case of a student bringing a student visitor to campus, the parent/guardian of the enrolled student will be considered the responsible adult for signing the student visitor in and out.)
- Students aged 16 or over must submit to an Instant Sexual Offender Check and sign out at the conclusion of their visit.
- While on campus, all student visitors agree to follow all school rules and to follow all directions given by staff.
- All student visitors will be issued a Day Pass that must be worn for the duration for the visit.
- Prospective students may shadow for a half-day or a full day.
- We enjoy seeing former students and recognize that such students may come to school unannounced and may not be able to return in two days.
 - For all such students over the age of 16, a completed Student Visitor to Campus Form may be submitted in tandem with undergoing an Instant Sexual Offender Check.
 - For all such students under the age of 16 who come to the School unannounced, access to campus will not be possible.

Thank you for partnering with us in this commitment to student safety.

