



## SCHOOL VISITOR POLICY

Rahmah Academy allow parents of enrolled pupils to schedule school visits during normal instruction days, or classroom observations, under the following conditions:

1. Visitors must schedule any such visit or classroom observation no less than two (2) school weeks in advance by following the school's established procedures. All requests should be emailed to [rahmah@mcctucson.org](mailto:rahmah@mcctucson.org) or [admin@mcctucson.org](mailto:admin@mcctucson.org), which is subject to approval.
2. Visitors are not permitted to engage with students, including their own student, or teachers or act in any way that causes a disruption to the orderly administration while they are on the school premises.
3. Visitors are required to follow all staff directives while they are on the school premises.
4. No visitor whose access to the school is currently restricted by the school or otherwise prohibited by law will be allowed to schedule a visit or classroom observation.
5. Visitors must be 18 years of age or older and may not bring children with them.
6. Visitors may not bring any personal items, including but not limited to bags, purses, cell phones, or other technology devices, onto campus. Schools will not be responsible for any such personal items, which must be left at home or in the visitor's personal vehicle.
7. No recording of any kind is allowed during school visits and/or classroom observations.
8. All classroom observations are limited to 30 minutes, and are allowed during normal instruction time, as defined by the school. Classroom observations may not occur during examinations.
9. Classroom observations may be limited to one visitor at a time, and visitors may only schedule one (1) classroom observation per month.
10. Any disruption of normal school or classroom activities or any violation of the above rules may result in a suspension of future visitation privileges up to and including the remainder of the school year and may result in the immediate termination of a visit already in progress.

Rahmah Academy allows for regularly scheduled school tours M-F 8:00-3:00 to be attended by parents who wish to enroll their children in the school ("Prospective Parents"). All regularly scheduled tours are subject to advance registration by the Prospective Parent either by calling the school @ 520 395-0730 or email the school @ [rahmah@mcctucson.org](mailto:rahmah@mcctucson.org) or [admin@mcctucson.org](mailto:admin@mcctucson.org).

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.

All visitors will be required to evidence their commitment in writing to full compliance with these rules and requirements prior to admission to the school premises.

**I HERE BY ACKNOWLEDGE THAT I HAVE READ THE POLICY**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_