**Policy and Procedures for School Campus Visitors, Tours, and Observations**

Pursuant to **Arizona Revised Statute §15-184(J)**, our **Governing Board of Directors for Victory Collegiate Academy** has adopted the following policy and procedures regarding school campus visits, tours, and observations of all classrooms by parents/guardians of enrolled scholars and/or parents/guardians who wish to enroll their scholars in **Victory Collegiate Academy**, unless it is determined that such visits may threaten the health and safety of scholars and staff.

#### Purpose

Victory Collegiate Academy (VCA) is committed to fostering a welcoming and secure environment for students, staff, and visitors. This policy establishes clear procedures for campus visits, ensuring the safety of all individuals while maintaining a productive educational environment.

### Closed Campus Policy

Victory Collegiate Academy operates as a closed campus. Once students arrive on campus, they must remain on school grounds until the end of the school day unless signed out by an authorized parent or guardian. Students may not leave campus for lunch or loiter in the parking lot. Any exceptions require prior administrative approval.

### Visitor Policy

All visitors, including parents, guardians, and community members, must adhere to the following procedures:

1. **Check-In and Identification:**
   * Visitors must enter through the front office, sign in, and obtain a visitor badge.
   * Visitors must wear their badge at all times while on school premises.
   * Prior to leaving, visitors must sign out and return their badge to the front office.
2. **Classroom Observations:**
   * Parents/guardians of enrolled or prospective students may request classroom observations.
   * Observation requests must be made at least **24 hours in advance** and are subject to administrative approval.
   * Observations should not exceed 30 minutes and must not disrupt the learning environment.
   * Visitors may not interact with students or staff during observations unless explicitly permitted.
3. **Tours:**
   * Campus tours are available for prospective families and community members.
   * Tours must be scheduled in advance and will be led by a school administrator or designated staff member.
   * Tour participants must follow all visitor protocols.
   * **To schedule a tour, please contact Victory Collegiate Academy or visit their website for more information.**
4. **Parent Volunteers:**
   * Parents interested in volunteering must coordinate with school administration.
   * Volunteers must sign in at the front office and may only assist in designated areas.
   * Volunteers must adhere to confidentiality standards and school policies.

### Conduct of Visitors and General Public

Visitors are expected to conduct themselves in a respectful and professional manner. The following behaviors are strictly prohibited:

* Disruptive or disorderly conduct.
* Threatening or interfering with students, staff, or school operations.
* Unauthorized access to school facilities or restricted areas.
* Possession or use of controlled substances, including tobacco, alcohol, or drugs.
* Use of inappropriate language or behavior that disrupts the educational environment.
* Refusal to comply with staff directives or failure to identify oneself upon request.
* Carrying or possessing weapons on school grounds unless legally authorized.
* **Appropriate dress attire must be worn at all times while on school premises.** Visitors should dress in a manner that aligns with the professional and educational standards of the school.

Victory Collegiate Academy reserves the right to modify visitation privileges at any time to ensure a safe and effective learning environment.