



Soaring to Excellence

Ethos Academy Tour, Visit, Classroom Observation Policy

Definition

A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student currently enrolled at the school.

Purpose

- Minimize distractions and protect teaching, learning/instructional time, and assessment.
- Account for all visitors on the campus at all times.
- Ensure a calm, safe, and orderly environment throughout the school day.
- Minimize interaction between visitors and students/staff.
- Provide guidance for parents of current Ethos Academy students and parents who wish to enroll their children in the school on how to participate in a school visit, tour, or classroom observation.

School Policies

- All external-facing school doors are locked at all times with the exception of the front door.
- Staff must ensure that all visitors sign-in/out and wear a “Visitor” badge at all times during the visit. Staff must redirect any visitor/unknown person without a badge to the front office to sign in.
- Staff must ensure that visitors abide by all applicable school rules and requirements outlined within this policy. Staff will also consider, communicate, and enforce any additional requirements as necessary to support the overall function of the school and purpose of this policy.
- Staff must notify the front office or administration of any unusual or suspicious behavior by visitors or others. Staff must inform the School Director immediately of any student's report of suspicious behavior or their own observation of such behavior.
- Ethos Academy reserves the right to decline or discontinue a classroom visit, tour, or observation if the visit, tour, observation, or conduct of the visitor threatens the health and safety of students and staff. This may include removing a visitor from school grounds.

Visitor Requirements

- All visitors must comply with this policy and instructions communicated by Ethos Academy staff at all times.
- All visits/visitors to classrooms and other areas of learning must be approved by the principal or their designee.
- All visitors must register and sign-in/out at the front office upon entering school grounds.
- All visitors must wear the provided visitor badge that clearly identifies them as a “visitor.” Visitors may not tamper with or remove their badge at any time during a visit.
- All visitors must behave, speak, and dress in a way that will not disrupt the calm, orderly, and safe environment of the school.
- Parents/guardians of current Ethos Academy students or parents who wish to enroll their student in an Ethos Academy school must have written permission from the teacher(s) to conduct classroom observations and must register at the front office before being allowed into a classroom.
- Parent/Guardian Volunteers must be approved by school administration. Prior arrangements must be made with administration as unplanned observers or volunteers disturb regular classroom function and are thus not allowed.
 - Visitors are not permitted to interact with students or staff inside the classroom during instructional times including during a classroom observation and classroom visits are limited to 20-30 minutes max to protect the learning environment and minimize disruptions.
 - Taking photographs of other students, even in the background, is prohibited.
 - All non-Ethos Academy employees, vendor personnel, construction workers, and outside maintenance workers conducting business on school grounds must register, sign-in/out, and wear a “Visitor” badge at all times.
 - All Ethos Academy Employees must wear an employee/visitor badge at all times while conducting business at the school. If the employee does not have a badge, they must register at the front office and wear a standard visitor badge.

Schedule a Tour, Visit, or Classroom Observation

To schedule a tour, visit, or classroom observation, please contact the front office of any Ethos Academy school or visit this website: [Ethos Academy \(cfacademy.school\)](http://cfacademy.school)

- Availability for tours, visits, and classroom observations is limited.
- Specific classroom or grade level classroom observation availability is limited to maintain a consistent learning environment.
- Photo identification is required for all adult attendees.
- Visitors must arrive 15 minutes before the tour is scheduled to start.
- Tours are limited to a total of five simultaneous participants.