



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

Somerton School District Visitation Request Procedures

1. Call or visit the office of the school you are choosing to set up a visit.
 - Somerton Middle School: 928-341-6100
 - Orange Grove Elementary: 928-341-6200
 - Desert Sonora Elementary: 928-341-6300
 - Tierra Del Sol Elementary: 928-341-6400
 - Encanto Learning Center: 928-341-6700
 - Bravie T. Soto Elementary: 928-341-6800
 - Sun Valley Elementary: 928-341-6900
2. Fill out the following Visitor Form.
3. Submit the form to the school office.

Administration/Office staff will contact you and set up a time for the tour.

Please note: All visitors are to be escorted by an authorized staff member throughout the entire visit.

Thank you for your interest in our schools.

Dr. Laura Noel

Kim Seh

Superintendent

Asst. Superintendent

Administration: Laura Noel, Ed.D, Superintendent

Kim Seh, Asst. Superintendent

Governing Board: *Juan Castillo, President • Lorena Zendejas, Clerk • Cristina Clark • Lizandro Galaviz • Laura Torres*



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

Policy KI-E

VISITORS TO SCHOOLS

Parents of enrolled pupils and parents who wish to enroll their children in the School District must fill out this form to visit, tour, or observe a classroom.

Date: _____

Name of Parent: _____

Name of Pupil or Prospective Pupil: _____

Name of Classroom Parent seeks to visit, tour or observe:

Please describe the reason for your visit, tour or observation so that the

District/School may best satisfy your request:

Administration: *Laura Noel, Ed.D, Superintendent*

Kim Seh, Asst. Superintendent

Governing Board: *Juan Castillo, President • Lorena Zendejas, Clerk • Cristina Clark • Lizandro Galaviz • Laura Torres*



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

EXHIBIT

KI © VISITORS TO SCHOOLS

The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Such procedures shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.

No visit, tour or observation shall be permitted if it threatens the health and safety of the pupils and staff.

Parent and Prospective Parent Visitors

The Superintendent shall develop procedures to allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the school district. See Regulation KI-R.

Parent and prospective parent visit, tour and observation policies shall be easily accessible from the home page of each school’s website.

Mask or Face Coverings not Required

The District does not require masks or face coverings anywhere on the District’s premises except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required.

Adopted: October 11, 2022

Administration: Laura Noel, Ed.D, Superintendent

Kim Seh, Asst. Superintendent

Governing Board: *Juan Castillo, President • Lorena Zendejas, Clerk • Cristina Clark • Lizandro Galaviz • Laura Torres*



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

KI-R ©

REGULATION

VISITORS TO SCHOOLS

Parents enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school’s procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.

All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.

In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Administration: *Laura Noel, Ed.D, Superintendent*

Kim Seh, Asst. Superintendent

Governing Board: *Juan Castillo, President • Lorena Zendejas, Clerk • Cristina Clark • Lizandro Galaviz • Laura Torres*