Procedure - Safe and Orderly Learning Environment

Visitors
The following guidelines are established to permit visitors to observe the educational program, as appropriate, with minimal disruption:

A. Classroom visits by parents must be pre-arranged to allow for notification of teaching staff. Requests must be provided at least 24 hours in advance. The principal may require that visitors be accompanied by a building/district staff member during their visit;

B. Classroom visits by community members must be approved and pre-arranged by building principals to allow for notification of teaching staff and, as appropriate, students and their parents. Requests must be provided at least 24 hours in advance. The principal may require that visitors be accompanied by a building/district staff member during their visit;

C. Visitors who wish to observe learning and teaching activities, may be asked or required to confer with the teacher or principal before or after the observation to enhance understanding of the activities and/or establish guidelines for the visit;

D. All visitors must register at the office upon their arrival at school and wear a conspicuous, visible badge at all times;

E. Visitors whose purpose is to influence or solicit students will not be permitted on the school grounds unless the visit is pre-approved by the building principal and furthers the educational program of the district. Military recruiters will be provided the same opportunities to meet with students as higher education and employer representatives;

F. Visitors may not disrupt or interrupt instruction or activities during observations;

G. Visitors may not use video, audio or other recording devices during observations and may not take pictures during their visits to protect student safety and confidentiality;

H. Visitors will not be given unsupervised access to the campus when students are present without supervision by a staff member, teacher, principal or other administrator;

I. The principal or a district administrator may withhold approval if particular conditions (i.e., student confidentiality, safety, testing, lesson quality,
student learning, etc.) would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal will give reasons for the action; and

J. If a dispute arises regarding limitations upon or withholding of approval for visits:

1. The visitor will first discuss the matter with the principal or district level administrator;

2. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent.

The superintendent will meet with the visitor, investigate the dispute and render a written decision within 3 business days.

District-approved volunteers are expected to make arrangements for volunteer work prior to their arrival on campus and must sign in at the office for each visit. The principal, or designee, will determine whether such volunteers require supervision during their time on campus.

**Safe and Orderly Environment**

The following basic security measures will be taken to prevent/reduce disruptive activities in the school by visitors:

A. All visitors are required to check into the office upon entering a school building. All entrances must be posted;

B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office;

C. A visitor's badge with the current date should be worn conspicuously;

D. Written guidelines pertaining to rights of noncustodial parents should be readily accessible to direct staff about what to do if a noncustodial parent shows up demanding to:

1. Meet with the teacher of his/her child;

2. Visit with his/her child; or

3. Remove his/her child from the school premises.

E. When it is unclear whether an adult has a right to visit with, or remove, a child from school, staff may delay or prohibit such interactions until additional information is gathered to clarify such access. Law enforcement may be contacted to assist staff when there is disagreement about access to students;
F. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member will exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member will contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Adoption Date: 10/25/17
Revised Dates: