

Procedure - Safe and Orderly Learning Environment

Visitors

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

- A. All visitors must check in at the office upon their arrival at school;
- B. Visitors whose purpose is to influence or solicit students will not be permitted on the school grounds unless the visit furthers the educational program of the district;
- C. If the visitor wishes to observe a classroom, the time will be arranged after the principal has conferred with the teacher;
- D. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities;
- E. The principal may withhold approval if particular events such as testing 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
- F. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - 1. The visitor will first discuss the matter with the principal;
 - 2. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent.

The superintendent will promptly meet with the visitor, investigate the dispute and render a written decision. The written decision will indicate that the visitor may appeal to the board to review the limitations imposed.

Disruption at School Activities

The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:

- 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. 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.

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.