

SAFE & ORDERLY LEARNING ENVIRONMENT

Visitors

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

- A. All visitors must register at the office upon their arrival at school.
- B. If the visitor wishes to observe a classroom, the time shall be arranged after the principal or designee has conferred with the teacher.
- C. If the purpose of the classroom visitation is due to concerns with instruction, course content and/or student/teacher conflict, these issues may first be addressed with a conference involving the principal, teacher and visitor(s). Building administrators may choose to be present in the classroom anytime a visitor is observing.
- D. The principal or designee 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 shall give reasons for the action.
- E. Classroom visitation must not detract from planned classroom activities. Visitors must refrain from talking, gesturing, moving about the room, commenting or making requests while in the classroom.
- F. If a dispute arises regarding limitations upon or withholding of approval for visits the following dispute resolution process shall be followed:
 1. The visitor shall first discuss the matter with the principal;
 2. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent or his/her designee. The latter shall promptly meet with the visitor, investigate the dispute, and render a written decision, which shall be final, subject only to an appeal to the School Board pursuant to RCW 28A.645.010.
- G. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit 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.

Visitors are requested to read and follow appropriate observation procedures that have been established to minimize disruption to the classroom. Observers should:

- a. Enter into class at the pre-determined time.
- b. Never video or audio record without permission of the principal/designee and/or classroom teacher and, where applicable, parent/guardian.
- c. Enter into class discussion only at the request of the teacher.
- d. Never intentionally observe student work unless they are the parent/guardian of said student.
- e. Never interrupt teacher during class instruction.
- f. Resist interacting with students unless invited to do so by the teacher.
- g. Never bring food or beverages to the classroom without teacher permission.

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.
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office.
- C. A visitor's badge must be worn conspicuously.
- D. Written guidelines pertaining to rights of noncustodial parents should be readily accessible to direct staff regarding 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. 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 shall exercise the right to order the visitor off school premises. The staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Adopted: May 26, 2020