SAFE AND ORDERLY LEARNING ENVIROMENT

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. 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.

C. If the visitor wishes to observe a classroom, the time shall 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 shall give reasons for the action.

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

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.

The latter shall promptly meet with the visitor, investigate the dispute and render a written decision, which shall be final, subject only to the citizen's right to raise an issue at a regular session of the board.

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. 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. 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. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.