

Section: COMMUNITY RELTIONS

Procedure Title: Safe and Orderly Learning Environment

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 will 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 will be arranged after the principal or designee 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 or designee may withhold approval if a classroom activity or particular event would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or designee may withdraw approval.

Disruption at School Activities

The following guidelines are to be followed 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; and
- C. A visitors badge with the current date should be worn conspicuously.
- D. 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.

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Revised: August 2008

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