

Visitors

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

- A. All non-parents to a school and or classroom shall obtain approval of the principal, and, if the visit is to a classroom, the time will be arranged after the principal has conferred with the employee.
- 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. Parent/Guardian may visit his/her child's classroom, as arranged in advance with the classroom teacher.
- D. The employee shall be afforded the opportunity to confer with the classroom visitor before or after the visitation if the visitor is willing. The building principal shall advise the visitor of the employee's right to so confer with the visitor in advance of the visitation.
- E. If the building administrator or employee determines the particular observation is disruptive to the education of students, that observation will not take place, or it shall be terminated and rescheduled following an airing of the reasons for which the observation was not scheduled or terminated.
- 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 of School Operations

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 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.