

## **Procedure - Safe and Orderly Learning Environment**

### **Visitors**

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

1. All visitations must be scheduled in advance and approved by the principal or designee;
2. If the parent/visitor wishes to observe a classroom (in person or virtually), the time will be arranged after the principal or designee has conferred with the teacher;
3. If the purpose of the classroom visitation is to observe learning and teaching activities, the parent/visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities;
4. Parents/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;
5. The principal or designee will withhold approval if particular events such as testing would be adversely affected by a visit.

### **Disruption of School Activities**

The following guidelines are basic security measures to prevent/reduce disruptive activities in the learning environment:

1. All parents/visitors are required to check into the office upon entering a school building;
2. Staff members are responsible for monitoring hallways and playgrounds;
3. A visitor's badge with the current date must be worn conspicuously;
4. Parents/visitors may not record instruction;
5. Parents/visitors must adhere to all Board policies and procedures;
6. Parents/visitors may not be disruptive; if disruption occurs, teachers may exclude the parent/visitor from the learning environment (in-person or virtually). This action will be reported to the principal or designee, who will initiate contact with the parent/visitor and follow-up with the teacher.
7. Parents/visitors may not engage with or be alone with students.

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Classification:

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