

Procedure - Parent Access and Safe and Orderly Learning Environment

Parent Access To Classrooms

State law allows parents access to classrooms for the purposes of observation while giving school districts authority to establish procedures for such visits. The following procedures and guidelines are established to allow for observations of the educational program by parents while protecting student safety and minimizing disruption to learning and school operations:

- A. All visits must be pre-arranged to allow for notification of teaching staff. At least 24 hours notice is required;
- B. All parents and other visitors must register at the office upon their arrival at school and wear a conspicuous, visible visitor's badge at all times. Visitors must sign out in the office when they leave and return their badge. Visitors may not have unsupervised access to students during their visit;
- C. The principal may require that parents and other visitors be accompanied by a building/district staff member during their visit;
- D. Parents and other visitors must abide by district policies and school rules/procedures during their visit. This includes, but is not limited to, prohibition of firearms and other weapons on campus, prohibition of tobacco products, e-cigarettes, alcohol, illicit drugs, etc.;
- E. Parents and other visitors may not use video, audio or other recording devices during observations and may not take pictures to protect student safety and confidentiality;
- F. Parents and other visitors may not disrupt or interrupt instruction or activities during observations. During observations, parents are expected to avoid interacting with the teacher, staff and students- including their own student- during the visit.
- G. Parents and other visitors may not have unsupervised access to students and/or the campus during visits. Supervision by a staff member, teacher, principal or other administrator is required at all times;
- H. Parents or other visitors who wish to observe learning and teaching activities, may be asked or required to confer with the teacher or principal before or after the observation to enhance understanding of the activities and/or establish guidelines for the visit;
- I. The principal or a district administrator may deny classroom access to parents during specific times if particular conditions (i.e., student confidentiality, safety, testing, lesson quality, student learning, etc.) would be adversely affected by a visit. When access is denied, an alternate time will be established to allow for parent observation;
- J. If a parent or other visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal will give reasons for the action; and
- K. If a dispute arises regarding limitations upon or withholding of approval for visits by parents:
 1. The parent will first discuss the matter with the principal or district level administrator;

2. If it is not satisfactorily resolved, the parent may request a meeting with the superintendent, or designee.

The superintendent, or designee, will meet with the parent, investigate the dispute and render a written decision to the parent within 3 business days.

Parent Access To School Events & Activities

The Principal, or designee, will determine whether parent access will be granted for attendance at school assemblies, events and activities. Procedures for access to such activities will be developed by the Principal, or designee, and communicated to parents in advance. Unless parents are notified in advance of their opportunity to attend an event, they should assume that parents/visitors are not the intended audience and may only attend with special, advance permission. Parents wishing to attend an event or activity that is not open to the public and/or organized to allow for parent attendance should follow the rules for classroom visits above.

Classroom and School Visits by Community Members and Other Visitors

The district recognizes that community members and others may seek access to schools and/or classrooms at various times and for various purposes. All visitors must follow the procedures outlined above for parents in addition to procedures established in this section specifically for visitors who are not parents.

Classroom and/or school visits by community members must be approved by the Principal or designee. Once approved, visits must be pre-arranged to allow for notification of teaching staff and, as appropriate, students and their parents. Community members must be accompanied by a building/district staff member during their visit.

Visitors whose purpose is to influence or solicit students will not be permitted on the school grounds unless the visit is pre-approved by the building principal and 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;

If a dispute arises regarding limitations upon or withholding of approval for visits by community members:

1. The community member will first discuss the matter with the principal or district level administrator;
2. If it is not satisfactorily resolved, the community member may request a meeting with the superintendent, or designee.

Volunteer Access

District-approved volunteers are expected to make arrangements for volunteer work prior to their arrival on campus and must sign in at the office for each visit. Volunteers must wear a badge that is clearly visible to staff and students. The principal, or designee, will determine whether such volunteers require supervision during their time on campus.

Safe and Orderly Environment

The following security measures will be taken to prevent/reduce disruptive activities in the school by visitors and to ensure the safety of all students in school and at school-sponsored activities:

- A. All visitors are required to check into the school office upon entering a school building. Visitors should sign out in the same location at the conclusion of their visit;
- B. A visitor's badge with the current date should be worn conspicuously at all times;
- C. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons, or known visitors and parents without a current visitor's badge should be directed and/or escorted to the office;

- D. Visitors will not be allowed unsupervised access to students or the campus during their visit;
- E. Visitors should use adult restrooms, as needed;
- F. Visitors must abide by all district policies while on school grounds or at school activities including policies that prohibit firearms, weapons, illicit drugs, tobacco products, e-cigarettes, alcohol, etc.

Removal of Disruptive and/or Unsafe Visitors

The Principal, Assistant Principal and/or other staff member in charge will direct a person to leave a school or district property immediately if any person is:

- A. Under the influence of controlled substances, including marijuana (cannabis) or alcohol; or
- B. Disrupting or obstructing any school program, activity, or meeting; or
- C. Threatens to do so or is committing, threatening to imminently commit; or
- D. Inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure (of any student, official, classified or certificated staff member or invitee) of the school district.

If such a person refuses to leave, the Principal, Assistant Principal and/or staff member in charge will immediately call for the assistance of a law enforcement officer.

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