

School Visitors

The District is committed to promoting mutual respect, a welcoming and inclusive environment for visitors, a safe and orderly learning environment for students and a safe and harmonious workplace for staff.

A. Inclusive, Safe and Orderly Environment

An inclusive, safe and orderly environment includes, though not limited to, open and honest dialogue, cordial communication and constructive problem solving. Respecting and honoring unique perspectives to include ideas and opinions is crucial. Interactions that are disruptive, threatening, intimidating, obscene, disparaging, volatile, hostile and/or aggressive, take away from an inclusive, safe and orderly environment and therefore are strongly discouraged.

B. Resolution of Differences

Individuals who perceive they have been treated in a manner that is inconsistent with an inclusive, safe and orderly environment as described above are urged to resolve their concerns through a simple, direct or assisted communication with the person (s) at the source of concern. If the treatment continues in a manner that is inconsistent with this procedure, either party may, after giving notice to the other, postpone the discussion, meeting, conference or telephone conversation for a later date/time. If a student or parent/guardian is dissatisfied with the response of a staff member, they may seek resolution through the District's complaint procedure (4220P – Complaints Concerning Staffer Programs).

C. Observation of Instruction by Visitors

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

- All requests must be made through the appropriate building administrator
- If the visitor wants to observe a classroom, the time will be set up after the building administrator has conferred with the instructor and has identified a staff member to accompany the visitor during observations
- Visitors whose purpose are 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
- Frequency and length of time for classroom observation will be determined by the appropriate building administrator to ensure that the visits are not disruptive to the learning environment, staff and/or students
- 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

- Observations by Private Service Providers: Any outside provider observing a student in special education or a program on behalf of a student in special education, will identify and document the purpose of their visit and cannot visit until one of the following forms have been completed and submitted for review by the appropriate building administrator:
 1. Observation by Private Provider – Student Currently Enrolled – 4200P Exhibit A
 2. Observation by Private Provider – Student Not Currently Enrolled – 4200P Exhibit B
- The principal may withhold approval if a particular event, such as testing, would be adversely affected by the visit. Similarly, if a visitor’s presence becomes disruptive, the principal may withdraw approval. In either case the principal will give reasons for the action.
- If a dispute arises regarding limitations upon or with holding of approval for visits:
 1. The visitor will first talk about the issue with the appropriate building administrator
 2. If dissatisfied with the response of the appropriate building administrator, students and/or parent/guardians may seek resolution through the District’s complaint procedure – 4220P – Complaints Concerning Staff or Programs

D. Use of Electronic Visitor Management System

All visitors must register at the office upon arrival at school. Visitors will check in using the District’s electronic visitor management system. Visitors will either scan a government-approved identification or type their name into the system. The system will take a picture of the visitor and a visitor pass will be printed. This visitor pass shall be worn at all times while the visitor is in the building. Upon exiting the building, the visitor will check out at the front office following prompts of the electronic visitor management system. The use of the electronic visitor system will allow for consistency throughout the District in the check-in and check-out process, uniformity in visitor pass issuance and assist with the safety and accountability of visitors in the event of a disaster or critical incident.

District employees visiting a district facility that is not their regularly assigned work site, shall check in and check out at the front office of the facility they are visiting, using the electronic visitor system. This process will allow for accountability of district personnel in the event of a disaster or critical incident. A temporary visitor pass will be printed for district employees and shall be worn at all times while the employee is in the building. The use of the electronic check-in/check-out process by district employees will not negate the requirement of employees to continue to display their District-issued identification badge.