

## COMMUNITY RELATIONS

### Safe and Orderly Learning Environment

The following guidelines apply to all school District properties and activities and are established to encourage the community's involvement in its public schools during the instructional day or such District-sponsored activities not otherwise open to the general public. At the same time, in rare and specific instances, visitors' actions or presence may be restricted in order to protect the educational process and/or the individual rights of staff and students.

- A. A visitor's purpose and schedule should be approved by the principal and honored by the visitor. All visitors must enter at the door closest to the main office and sign in at the office upon their arrival at a school. Each visitor shall wear a visitor identification badge while in the building. Each visitor shall return the badge and sign out at the office at the end of each visit.
- B. If the visitor wishes to observe a class, the time will be arranged in consultation with the principal and teacher.
- C. If the purpose of the classroom visitation is to observe teaching and learning activities, and the teacher requests a conference before or after the observation to enhance understanding of the activities, such a conference will be scheduled. Similarly, a visitor may request such a conference to describe his or her desired outcomes, propose possible interactions with students, or follow up on a concern.
- D. The principal may deny visits or restrict the actions of visitors under certain circumstances. Principals, in the exercise of this delegated authority, must provide to those affected a clear statement of the specific reason for the restriction. The reason must be specifically grounded within the context of the protection of the educational process or environment and/or the individual privacy rights of staff or students.
- E. The safety of students is the legal responsibility of school officials and a matter of concern to parents. The principal or his or her designee has the right to withhold access if he or she believes the safety of staff or students would be compromised.
- F. Journalists must make arrangements through the Community Relations Office before contacting or visiting a school or department. While visiting the school or activity, journalists must be made aware of and asked to avoid photographing or otherwise identifying those students whose parents have requested that they not be identified to sources outside the school District under the Family Educational Rights and Privacy Act. In

addition, it is expected that journalists will honor requests from any student who indicates a desire not to be photographed.

- G. We welcome dignitaries (e.g., local, state or national leaders, elected officials, etc.) into our schools to enhance the educational environment. Visits will be scheduled by principals in consultation with the Office of Teaching & Learning and the Community Relations Office no later than two weeks prior to the scheduled visit. Exceptions may be approved by the Office of Teaching & Learning.
- H. Visitors who do not register in the office, do not honor their visitation schedules, disrupt the educational process, threaten or intimidate any person who is lawfully on the school grounds, or otherwise fail to comply with this procedure or other lawful directive of school officials may be required to leave.
- I. Staff members shall direct any non-student who is not wearing appropriate identification to the office.
- J. Except as specifically permitted by policy or procedure, 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.
- K. Special procedures should be developed to accommodate volunteers and other community members who are frequent visitors to a school campus.

Procedures for volunteers are set forth in 5630P.

Revised: July 23, 1997

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