

SAFE AND ORDERLY LEARNING ENVIRONMENT PROCEDURES

Visitors

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

- 1) All visitors must register at the office upon their arrival at the NWESD 189 program site.
- 2) Visitors whose purpose is to influence or solicit students will not be permitted on the program site unless the visit furthers the educational program of the NWESD 189.
- 3) If the visitor wishes to observe a classroom, the time will be arranged after the site administrator has conferred with the teacher.
- 4) 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.
- 5) The site administrator/designee may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the site administrator may withdraw approval. will will will

Disruption at NWESD 189 Activities

The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the cooperative programs:

- 1) All visitors are required to check into the office upon arriving at program site.
- 2) Staff members are responsible for monitoring hallways and playgrounds.
- 3) A visitor's badge with the current date should be worn conspicuously.

NORTHWEST EDUCATIONAL SERVICE DISTRICT 189

PROCEDURE 4200-P

Page 2 of 2

- 4) Written guidelines pertaining to rights of non custodial parents should be readily accessible to provide direction if a non custodial parent shows up demanding to:
 - A) meet with the teacher of his/her child;
 - B) visit with his/her child; or
 - C) remove his/her child from the school premises.

- 5) 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 will exercise the right to order the visitor off the program site. If the visitor fails to comply, the staff member will contact the program office which may, in turn, report the disturbance to a law enforcement officer.

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