

**POLICY NO. 1420**  
**Adopted: 2-28-90**  
**Replaced: 1-27-99**  
**Revised: 3-10-04**

## **SAFE AND ORDERLY LEARNING ENVIRONMENT**

### **POLICY:**

#### Contacts with Staff

The learning environment and the staff's time for students shall be free from interruption. Except in emergencies, staff members shall not be interrupted in their work. Brief messages shall be recorded so as to permit the staff member to return the call when free.

Certificated staff shall be available for consultation with students and patrons one-half hour before and after school time. Students and patrons are urged to make appointments with staff to assure an uninterrupted conference.

No one shall conduct private business with staff on school time and premises.

#### Visitors

The Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. The Superintendent or designee shall establish guidelines governing school visits to ensure orderly operation of the educational process and the safety of students and staff.

#### Disruption of School Operations

If any person is under the influence of drugs or alcohol or is disrupting or obstructing any school program, activity, or meeting, or threatens to do so or is committing, threatening to imminently commit, or 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, the Superintendent or designee or staff member in charge shall direct the person to leave immediately. If such a person refuses to leave, the Superintendent or designee or staff member shall immediately call for the assistance of a law enforcement officer.

Legal Reference:

RCW 29A.635.020 Willfully disobeying school administrative personnel or refusing to leave public property violations, when--Penalty

29A.635.030 Disturbing school, school activities, or meetings

28A.635.090 Interfering by force or violence with any administrator, teacher, or student unlawful

28A.635.100 Intimidating any administrator, teacher, or student

28A.605.020 Parents' access to classroom or school sponsored activities

20U.S.C. § 9528 No Child Left Behind Act, Military Recruiter Provision

WAC 180-16-240 Supplemental program standards

180-44-50 School day as related to the teacher

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### **PROCEDURES:**

#### Visitors

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

- A. All visitors must register at the office upon their arrival at school.
- B. Visitors whose purpose is to influence or solicit students shall 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.
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.
- D. 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.
- E. The principal 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 principal may withdraw approval. In either case, the principal shall give reasons for the action.
- F. If a dispute arises regarding limitations upon or withholding of approval for visits:
  - 1. The visitor shall first discuss the matter with the principal;
  - 2. If it is not satisfactorily resolved, the visitor may request a meeting with the Superintendent or designee. The latter shall promptly meet with the visitor, investigate the dispute, and render a written decision, which shall be final, subject only to the citizen's right to raise an issue at a Regular Session of the Board.
- G. No electronic recording of classroom activities and/or conferences will be permitted without the permission of the principal or supervisor and teacher.
- H. Because visitations by students from other schools present special problems, as they may not consider themselves subject to rules and

regulations which govern conduct of regularly enrolled students, building administrators shall develop procedures for student visitors appropriate for each grade level.

### Disruption at School Activities

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

- A. All visitors are required to check into the office upon entering a school building. All entrances must be posted.
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office.
- C. A visitor's badge with the current date should be worn conspicuously.
- D. Written guidelines pertaining to rights of noncustodial parents should be readily accessible to direct staff about what to do if a noncustodial parent shows up demanding to:
  - 1. meet with the teacher of his/her child;
  - 2. visit with his/her child; or
  - 3. remove his/her child from the school premises.
- E. 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 shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.