

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-4200

SAFE AND ORDERLY LEARNING ENVIRONMENT

- A. All visitors, other than those attending scheduled school activities, must register at the office upon their arrival at a school. A visitor's badge should be secured and worn visibly.
- 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.
- C. Visitors whose purpose is to meet with staff members for personal business must have the approval of the principal and may not disrupt the educational process.
- D. Delivery of items to students will not be allowed if doing so will disrupt the educational process. Principals may, at their discretion, agree to hold such items in the office to be picked up by students later, if doing so will not be disruptive to the building operation.
- E. If a visitor wishes to observe a classroom, arrangements will be made after the principal has conferred with the teacher. The visitor may be required to confer with the teacher before or after the observation to enhance understanding of the activities. Principals shall develop and implement building guidelines regarding classroom visitations in accordance with this policy and employee contracts.
- F. The principal or supervisor 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 or supervisor may withdraw approval. In either case, the principal or supervisor shall give reasons for the action.
- G. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - 1. The visitor shall first discuss the matter with the building principal.
 - 2. If it is not satisfactorily resolved, the visitor may request a meeting with the district superintendent. 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 in open meeting at a regular session of the board of directors.

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