

	<p>VISITORS TO SCHOOLS</p>	<p>E14.01 Revised August 2007 Page 1 of 2</p>
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**BOARD ADOPTED
PROCEDURE**

Introduction

School Board policy E14.00 - Visitors to Schools, encourages school or program visits, provided that there is only a minimal level of disruption of the educational process. By this standard, school or program visits that substantially impede the educational process should not be permitted by the principal or program manager. The following procedures are intended to implement this philosophy:

1. All visitors to a school, program, or classroom shall obtain prior permission of the principal, program manager, or supervisor in charge, and shall be required to sign in at the main school office prior to each visit.
2. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be required to confer with the teacher before or after the observation to enhance understanding of the activities.
3. The principal, program manager, 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, program manager, or supervisor may withdraw approval. In either case, the principal, program manager, or supervisor shall give reasons for the action.
4. Visitors whose purpose is to influence or solicit students ("recruiters") are not permitted on the school grounds, unless the principal, program manager, or designee has determined that the visit furthers the educational program of the District or the career or educational aspirations of the student.
5. For purposes of this procedure, "solicit" means any verbal, written, or communication delivered to the student for the purpose of entering into any contract, buying or selling any product or service, hiring or enlisting them in any job, occupation, career or ministry, or enrolling them in any educational program.
6. Any visit by the representative of an organization, or an individual, that seeks to solicit students can be considered a recruiting visit, even if the stated purpose is not to recruit students. For example, recruiting visits can include such activities as chaperoning, tutoring, riding buses, appearances at career fairs, and the like, if a partial purpose for the visit is to solicit students. The principal, program manager, or designee shall decide whether a partial purpose for a visit is to solicit students.

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7. If a dispute arises regarding limitations upon or withholding of approval for visits, the visitor shall utilize School Board Policy E23.00 (Citizen Complaint Policy) to resolve the dispute.

Cross Reference: D49.00 Anti-Harassment
E14.00 Visitors to schools
E23.00 Citizen Complaint Policy