

## **POLICY 1035 PROCEDURES**

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 and obtain a guest pass.
- 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. 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 required 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.

### Parameters for Post Secondary Career Presentation Opportunities

- A. All presentations/meetings with students must be pre-arranged with the high school counseling office within an appropriate time frame for scheduling purposes.
- B. Each organization/presenter is allowed on campus during school hours no more than once a month.
- C. During school hours, all presentations are considered to be a non-public forum. Presenters must restrict their comments solely to education, career preparation and/or post secondary education. If the presentation is military in nature, the presenter must be in uniform.
- D. To use school facilities before or after school hours, as organization and/or presenter must follow facility use guidelines as defined in school district policy #7020. If any student is under 18, contact before or after school hours must be made with parent/guardian consent.
- E. On arrival, presenters will register with the counseling office and obtain a guest pass. Presenters and students will be directed to the designated meeting place. Presenters are NOT to recruit students individually. Presenters are NOT to present outside of the designated area.
- F. All student contact must be made with school personnel present.

### Classroom Presentations

- A. Teachers will arrange classroom guest speakers
- B. Speakers will register in the office on the day of the presentation and obtain a guest pass.
- C. During school hours, all presentations are considered to be a non-public forum. Presenters must restrict their comments solely to education, career preparation and/or post secondary education.

If these procedures are not observed, the privilege of the individual presenter and/or respective organization to conduct further activities in the Granite Falls School District may be suspended.