SCHOOL VISITORS

I. PURPOSE

To provide responsibilities of school visitors and school staff regarding school visitors.

II. BACKGROUND

Parents, alumni and other members of the public are welcome and encouraged to visit Lakes International Language Academy (the School); however, the School reserves the right to decline to give permission for or to withdraw permission for parents, alumni and other members of the public to visit the School if such action is deemed necessary to ensure the physical or emotional safety of students and staff or to prevent the disruption of the School's educational programs. These rules are in effect for all school activities, functions and meetings.

III. PROCEDURES DURING SCHOOL HOURS

A. Upon entering the school building, visitors must first come to the administrative office to sign in.

B. All visitors must wear a badge, visitor sticker or other identification so that students and staff will be aware that they have registered in the office. The School will make every effort to see that classes are not interrupted while in session for the admission of guests.

C. For the protection of everyone in the building, teachers will courteously direct all visitors not wearing a visitor's badge or identification to the administrative office.

D. Parents requesting a conference with a teacher should not expect to interrupt the teacher's class but must make arrangements for such appointment in advance. In the event of an emergency requiring that parents have immediate access to their student, parents may either call or go to the office to:

1. Explain the circumstances of the emergency; and
2. Request that their student be called to the office to meet with them and/or talk with them on the telephone, if doing so does not disrupt the educational program.

E. The following types of conduct will not be tolerated:, including, but not limited to, the following whether occurring in person or by means of e-mail, telephone, voice message, text or other means of communication.

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1. Inappropriately raised voices, shouting or yelling toward a staff member;
2. Obscene or foul language, whether directed at a staff member or another person;
3. Insulting a staff member's intelligence, judgment, or professionalism;
4. Threats, intimations or suggestions of violence or other behavior which reasonably can be expected to intimidate a staff member.
5. Unwelcome touching of any nature, regardless of the degree of force used.

F. In the event that any such conduct occurs, the following steps may be taken:
    1. Inform the offender that the conduct violates school policy.
    2. Tell the offender that if the behavior continues the discussion will be terminated and the police will be called if necessary.
    3. Tell the offender that a memorandum of the incident will be prepared and maintained in the School's files.
    4. Promptly report the incident to school administrators.
    5. Send a letter from the Executive Director or his/her designee to the offender summarizing the incident and imposing any additional restrictions upon visits that are appropriate as a result.
    6. In appropriate cases, the Executive Director may advise the offending person(s) that he/she/they are prohibited from entering upon the School property for a period of up to six months following the notice and that violation of the directive will result in a report to the police pursuant to state statute and the offender may be issued a trespass notice.

G. In the event that the offender is prohibited from coming onto school property, arrangements will be made to conduct statutorily required meetings, such as IEP team meetings, at either another school facility or at a public meeting place.

H. In applying this policy, staff members must always be aware that there is an important distinction between declining to be treated in an unacceptable or disrespectful manner and, on the other hand, refusing to carry out a legitimate request for information or assistance. The former is not a reason for the latter. Timelines created by a statute or a school policy for making a response to an otherwise legitimate request must be observed even while the issue of unacceptable or disrespectful conduct is being addressed.

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Adopted: 06/01/2004
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