

SCHOOL POLICY: REGARDING VISITORS TO SCHOOLS

With the goals of increasing parent involvement, fostering a better understanding of how the school operates, and enhancing collaboration and cooperation between the community and the school, we have adopted the following school visitation policy. LÊP High encourages parents, prospective students, and community members to visit the school and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the faculty has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the school's facilities and equipment from misuse or vandalism.

Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. The High School Program Director shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Director shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

Rules for Visitors to Schools Policy

A. General Requirements for Visitors to Schools:

- 1) A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a currently enrolled student.
- 2) All visitors are required to register with the school office and obtain authorization from the H.S. Program Director to remain on the school premises. All visitors shall be requested to wear an appropriate form of identification when on school premises.
- 3) Whenever possible, visitors should obtain authorization from the H.S. Program Director in advance. At the discretion of the Director, such prior authorization may be required.
- 4) Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks and while standardized testing or other student assessments are being conducted.
- 5) If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
- 6) All school visitors must comply at all times with school policies, administrative rules and school regulations.

B. Exceptions to Visitor Requirements. Parents or community members who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities are exempt from requirements in A. 1-5 above.

C. Visitors to Classrooms or Other Instructional Areas:

- 1) Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the H.S. Program Director.
- 2) Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - a) remaining in a designated place or seat
 - b) refraining from speaking to students while the class or activity is in session
 - c) refraining from entering or leaving the area while an activity is underway
 - d) requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
 - e) requiring that the visitor be chaperoned
 - f) limiting the duration of the visit to particular times or length of time
 - g) limiting the activities of the visitor to a particular purpose(s)
 - h) designating particular routes of travel in the building or upon the school grounds.
- 3) Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

D. Student Visitors

- 1) In addition to the requirements in A. 1-5 above, student visitors must have written permission from their parent or guardian and must complete an emergency contact information sheet.
- 2) No student who is under suspension, expulsion or other form of discipline from their current school district shall be permitted to visit LÊP High

E. Special Situations

- 1) Both custodial and non-custodial parents of a LÊP High student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
- 2) The High School Program Director has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Adopted: August 20, 2006

Adapted from McFarland SD, McFarland, Wisconsin (Policy No. 860)

STUDENT VISITOR PERMISSION FORM

LÊP High encourages prospective students to visit our school as a way to better understand our school design and diverse community. All school rules including the dress code apply to visiting students. See the LÊP High Student Handbook for more details (www.lephigh.org/students.asp).

Parent/Guardian Permission

_____ has my permission to visit LÊP High at 8111 NE Holman
Name of Student

Street on _____ from _____ to _____
Date Start Time End Time

I understand and acknowledge that the purpose of the visit is to better understand the unique features of the Leadership & Entrepreneurship Public Charter High School (LÊP High). As such my son/daughter is expected to follow all school rules and to behave in a manner reasonably expected of a student. Visiting students must exercise the appropriate level of maturity and self-discipline for their age and extend the effort necessary to benefit from the experience and to protect their individual safety.

I, the undersigned, hereby release and agree to defend and hold harmless LÊP High, its officers, agents, employees and their assigns from any claims from any person, entity or estate, in any forum that may arise against them by reason of property loss or injury and/or death resulting from any cause including, but not limited to, the student or other students having failed to properly carry out instructions from LÊP High staff, but excepting those which occur because the school negligently failed to take reasonable steps available to it to protect the student from an immediate substantial hazard actually known to staff.

I do hereby certify that to the best of my knowledge and belief said student is in good health. In case of illness or accident, permission is granted for emergency treatment to be administered. It is further understood that the undersigned will assume full responsibility for any such action, including payment of costs.

Parent/Guardian Name: _____ Date: _____

X _____
Signature of Parent

X _____
Signature of Visiting Student

Emergency Contact Information

Contact 1: _____ Phone: _____ Alt. Phone: _____

Contact 2: _____ Phone: _____ Alt. Phone: _____