



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**May 3, 2012**

**AGENDA ITEM 9.3**

**TOPIC: School Visitors Policy #704**

**BACKGROUND:** Parents, citizens, alumni and other adult visitors are welcome and encouraged to visit the Forest Lake Area Schools; however, the School District reserves the right to decline to give permission for or to withdraw permission for parents, citizens, alumni and other members of the public to visit the schools of the District if such action is deemed necessary to ensure the physical or emotional safety of students and staff of the District or to prevent the disruption of the District's educational programs.

**PROCESS:** The School Board Policy Committee has reviewed this policy. It is now being presented to the School Board for review with the changes noted.

**RECOMMENDATION:** Approval of this policy.

## SCHOOL VISITORS

Parents, citizens, alumni and other adult visitors are welcome and encouraged to visit the Forest Lake Area Schools; however, the School District reserves the right to decline to give permission for or to withdraw permission for parents, citizens, alumni and other members of the public to visit the schools of the District if such action is deemed necessary to ensure the physical or emotional safety of students and staff of the District or to prevent the disruption of the District's educational programs. These rules are in effect for all school activities, functions and meetings.

Visitors must, upon entering any school building, first come to the administrative office so that they may be directed to the teacher, student, or class they wish to see. They will be shown every courtesy.

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

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

Parents wishing a conference with a teacher should not expect to interrupt the teacher's class but must telephone the school in order to arrange 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.

The following types of conduct including but not limited to the following whether occurring in person or by means of e-mail, telephone or voice message are unacceptable and will not be tolerated:

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; and
5. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.
6. Engaging in any conduct in the building that could reasonably be interpreted as or actually serves to be disruptive to the education of one or more students.

In the event that any such conduct occurs, the following steps may be taken:

1. The offender will be informed that the conduct violates District policy and a copy of this policy will be given to the offender.
2. The offender will be told that if the behavior continues the discussion will be terminated and the police will be called if necessary.
3. The offending person will be told that a memorandum of the incident will be prepared and maintained in the District's files.
4. The incident will promptly be reported to the building administration and to the Superintendent.
5. The building principal will write a letter to the offending person summarizing the incident and imposing any additional restrictions upon visits which are appropriate as a result. Such restrictions may include requirement to only enter the building as far as the office, requirement to call in advance to indicate the time and duration of the proposed visit, requirement to refrain from entering certain areas of the building, or other limitations as deemed appropriate by district administration.

6. In appropriate cases, the administrator or principal will advise the offending person(s) that he/she/they are prohibited from entering upon the school property for a period of 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.

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 District facility or at a public meeting place.

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 District 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.

REVISED: 05/16/95

REVISED: 06/02/03