

BELLE CHASSE ACADEMY

VISITATION POLICY

Pursuant to Louisiana R.S. 17:416.10 the Board of Directors is required to promulgate a visitation policy. It is the intent of the Board of Directors to provide a learning environment that is designed to promote excellence and to better maintain safety and good order at Belle Chasse Academy. The Board of Directors desires to involve parents and guardians in the education of their children but must balance parental involvement against the possibility of a disruptive effect on the child(ren)'s education.

As a general rule, any person visiting Belle Chasse Academy must first check in with the school office. This does not apply to the following:

- (a) An employee of the school or school system.
- (b) A member of the school or school system's governing authority.
- (c) A student enrolled in the school system.

Upon check-in, the visitor must inform the reception personnel of the reason for the visit. Reception personnel shall inform the appropriate person (Principal, Vice-Principal, Counselor, Teacher) of the visit and issue a visitor's badge. Visitors shall promptly go to the visitation area and return at the conclusion of their business. The Principal, a Vice-Principal, Business Manger or Counselor may, at their discretion, require that any visitor be escorted. Escorts will be required unless the person is a contractor performing work at the facility, student, parent of a currently enrolled student, employee, member of the governing authority or emergency responder (ie. Security, medical, fire department). Except in cases of a bona fide emergency, visitor passes shall be issued, and the name destination and time of entry/exit will be logged. Persons without a visitor's badge may be challenged and directed to leave the premises.

A parent, guardian, or other person authorized by a parent or guardian who is delivering the pupil to school at the beginning of the school day or is picking up the pupil from school at the end of the school day need not check in with the reception personnel if they do not enter any school building or merely enter the lobby area of any building. If they leave the lobby area, they must check in with the reception personnel.

Parents wishing to monitor classroom activity should co-ordinate in advance with the individual teacher and/or the Principal. Parents are invited to observe the class however should not participate unless such participation has been agreed to in advance by the teacher. Parents may not monitor the classroom during help periods scheduled before or after school. Parents of special education children may, with the approval of the teacher concerned, assist the teacher during the class. Under normal circumstances, parents will be allowed to visit frequently, however the teacher or the Principal, Vice-Principal or Counselor may limit visitation if it becomes disruptive.

Under no circumstance is any person to take child out of class without the approval of the Principal. This includes parents.

Belle Chasse Academy is a weapons free zone and drug free zone. Bringing a weapon or a controlled substance onto school property is punishable under both state and federal law.

All visitors to Belle Chasse Academy agree to be bound by the Board of Directors Search and seizure policy. Visitors are subject to search as per that policy. A copy is available from the office.

Nothing in this policy shall be interpreted to deny access onto school grounds or into the school building or other school facility to any organization or religious group otherwise permitted to use such grounds, buildings, or facilities. Nor does this policy affect in any way the access by representatives of school employee organizations to school employees on public school grounds or in any public school building or other school facility. Finally this policy does not affect in any way attendance at after school functions such as games or dances, meetings of the membership of Belle Chasse Academy, Inc., or attendance at School Board meetings. All School Board meetings are open to the public.

Nothing in this policy shall be construed as granting automatic access to the Naval Air Station Joint Reserve Base. By federal law, access to the base is governed by the Commanding Officer and visitors must clear military security before visiting Belle Chasse Academy. Visitors onboard the Naval Air Station/Joint Reserve base are subject to the regulations promulgated by the Commanding Officer.

In the event that any person violates this policy., base security will be notified. The Principal, after consultation with the Chairperson of the Board and the Board's legal counsel, reserves the right to report violations to state, federal and military authorities as appropriate.