

School Board Adopted: October 17, 1983  
School Board Revised: June 27, 2005  
School Board Revised: June 13, 2016 [Routine Review/MSBA Model Policy Modified]  
School Board Revised: May 29, 2018 [Routine Review/MSBA Model Policy Modified]  
Contact Person: Superintendent of Schools

## **POLICY 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **I. PURPOSE**

To inform the school community and the general public of the position of the School Board on visitors to school buildings and other school property.

### **II. GENERAL STATEMENT OF POLICY**

- A. The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board also welcomes visitors to school buildings and school property provided the visits are consistent with the health, education and safety of students and employees, and are conducted within the procedures and requirements established by the District.
- B. The School Board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees, and free of activity that may be disruptive to the student learning process or employee working environment.
- C. Post-Secondary Enrollment Options Students
  - 1. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
  - 2. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access during regular school hours to a computer and other technology resources that student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

### **III. VISITOR LIMITATIONS**

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the District procedures and regulations or if the visit is not in the best interest of students, employees or the District.

- B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

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## **REGULATION 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **A. BUILDING RULES AND REGULATIONS**

1. No person, other than a student of this school building, teacher, administrator, official, or employee in this school district, or an authorized agent of said District, shall be permitted to enter any classroom or circulate in this school building without first receiving permission from the office of the administrator in charge of this school building or the Office of the Superintendent of Schools. All visitors may be subject to verification of identity and issuance of a Visitor's Pass or Identification Badge and, if necessary, provided with an escort.
2. Upon completion of the visit the visitor shall return to the office to return materials and enter departure time in the Visitor's Register.
3. Such permission as described above shall be required during the period when the school is in session, including after-school student programs such as Kids' Safari, Galaxy, homework assistance, etc., and shall be for the purpose of preventing interruption of normal educational functions.

Permission shall not be required for anyone who is present in the building for the following purposes only:

- a. Attending any meeting on the premises of any organization, which has been duly authorized by the school administration.
- b. Attending any duly authorized athletic, recreational, or cultural event.
4. District facilities, other than the schools, i.e. Transportation Center, Community Education Campus, and Stadium, are subject to rules and regulations appropriate for the programs conducted at those sites.

### **B. MAINTENANCE OF SAFETY**

1. Anyone who disrupts school operations, damages school property, or is perceived to be a risk to students, employees, or the school may be asked to leave school property. A staff member should ask the individual or group that does not have permission to comply with the procedures and requirements, or leave the property, and that if the individual or group does not comply the staff member should contact administration enforcement.

2. The Administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or employees, or intent on committing an illegal act.
3. Communication between parents and other visitors to the school with students and school employees shall be appropriate and respectful. Conferences, phone calls and written communication will be held to that standard of respect and appropriateness. The consequences of such behavior may result in the termination of discussion, and the offender may be asked to leave school property.
4. Permission granted hereunder may be limited as to time or purpose and may be revoked by the administrator granting the same or by the Superintendent of Schools at any time if in his/her opinion such visit is no longer in harmony with the proper conduct of the schools.

VIOLETION OF THESE REGULATIONS IS PUNISHABLE BY IMPRISONMENT FOR NOT MORE THAN ONE YEAR OR A FINE OF NOT MORE THAN \$3,000.00 OR BOTH, PURSUANT TO MINNESOTA STATUTES SECTION 624.72.