



Adopted: April 3, 2018

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

### **I. PURPOSE**

The purpose of this policy is 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 welcomes visits to school buildings and school property by parents and community members 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 school 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.

### **III. RESPONSIBILITY**

- A. The school district administration shall present recommended visitor procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The director shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

### **IV. 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 school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. 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.

***Legal References:*** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

***Cross References:***

## **NOTICE TO VISITORS**

### 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, and of MAWSECO (Meeker and Wright Special Education Cooperative and WCCA (Wright County Community Action), 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 authorized agents as designated by the Executive Director. 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 only during the period when the school is in session 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 event.

#### 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.
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 Executive Director at any time if in his/her opinion such visit is no longer in harmony with the proper conduct of the schools. VIOLATION OF THESE REGULATIONS IS PUNISHABLE BY PURSUANT TO MINNESOTA STATUTES SECTION 624.72.