



Policy Title & Number	903- Visitors to School District Buildings and Sites
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Date Created:	April 26, 2018
Past Policy Revision Date(s):	
Related Policy(ies):	
Policy Type (Operating, Board)	Operating

A. 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.

B. Definitions

A “visitor” is any person who enters a district property except for: enrolled students, and people who are assigned to work at the facility or are otherwise authorized by an administrator to enter the facility.

C. Policy Statement

- 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 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.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval by the Director.

D. Associated Procedures or Other Information

RESPONSIBILITY

- A. All persons entering a school building, other than for attendance at a school scheduled activity open to the general public, must report directly to the main office to obtain a visitor’s pass.
- B. When visiting a school district building for any reason, individuals are expected to conduct themselves in a manner that is fully consistent with the mission, policies and rules of the district, school and classroom, and in a manner that is not disruptive to the learning environment or to individuals. The administration, teacher or employee has the authority to demand that visitors vacate the school property if they are acting in a disruptive or belligerent manner. Examples of disruptive behavior include, but are not limited to, arguing with the staff or students, verbal or non-verbal participation in the class without teacher permission, or actions or words that take student attention away from the teacher and the lesson. The Executive Director or designee may involve district or law enforcement authorities if necessary. Visitors who have demonstrated inappropriate behavior on previous occasions may be denied visiting privileges.

VISITOR LIMITATIONS

- A. An individual or group may be denied permission to visit a school or school property 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 (the visitation of the individual or group disrupts or distracts from the primary mission of the school district to provide a focused and effective learning environment for all students).
- B. Visitors are authorized to park vehicles on school property at times and in locations specified. When unauthorized vehicles of visitors are parked on school property, school officials may:
 - 1. move the vehicle or require the driver 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 Executive Director or designee in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

E. Associated Forms

Legal References:

- Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
- Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
- Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

