903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

A. 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.

C. The school board, superintendent, and building principals of the district reserve the power 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 the students of the district or to prevent disruption of the district’s educational programs.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

A. 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.

B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. VISITOR LIMITATIONS

A. Visitors must first go to the office to be in compliance with the building’s school visitor procedure and to be directed to the teacher, student, or class they wish to see. If the visit has not been pre-arranged, office personnel may deny or delay the visit until there is a determination that there will not be a disruption to the classroom or district’s educational programs.
B. All visitors will wear a badge or button so students and staff will be aware that they have checked in with the office.

C. The office will make every effort to see that classes are not interrupted while in session regarding the admission of guests.

D. For the protection of everyone, teachers are asked to courteously direct all visitors who are not wearing a visitor’s badge or button to the office. For the same reason, all agents, repair persons, etc., must report to the building office and receive a visitor’s badge or button before approaching any person within the building.

E. Parents wishing a conference with a teacher should not expect to interrupt the teacher’s class but should prearrange the visit by telephoning the school in advance to arrange an appointment.

F. In the event of an emergency that requires parents to have immediate contact with their child(ren), parents may either call or go to the office to:

1. Explain the circumstances of the emergency; and

2. Request that their child(ren) be called to the office to meet with them and/or talk to them on the telephone.

G. 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 and employees of the school district.

H. Visitors are authorized to park vehicles on school property in designated parking locations that are not reserved for other vehicles. When vehicles of visitors are parked at school in a non-authorized location, 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 school property.

I. Noncompliance with Policy

1. The superintendent or principal may issue a no-trespass order for noncompliance with this policy, as specified in the City Code and State Statute 609.605, Subd. 4 (Trespasses on School Property).
2. 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.

V. SPECIAL PROGRAMS/PRESENTATIONS

A. Building principals can establish building protocols during special programs, presentations or events when school is in session.

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)
ADDENDUM A (Sample Letter)

Date

Name
Address

RE: Trespass Upon the __________School Campus

Dear (Name of Individual):

On (Date) you entered the _______________________________ school and proceeded to a classroom where you_____________________________________________________________.

SAMPLE 1:

You had not been given permission to enter the building. You had no legitimate reason for doing so. You failed to comply with the District’s Visitor Policy (Policy ____ ) and Procedure (Procedure ____ ) by first reporting to the _______________________ School Office to discuss your reason for being in the building. You also failed to sign in as a visitor or to obtain and wear a visitor badge.

AND/OR

SAMPLE 2:

Your visit, in addition to being in violation of the Visitor Policy, was disruptive of the District’s programs of education. Pursuant to Policy 902 and Minnesota Statute Section 609.605, this letter constitutes formal notification that you are directed to not enter the _______________________ School or be found on the grounds of the ________ for a period of six months, beginning ________. You are further advised that it is a misdemeanor to enter or be found on school property within six months of being advised against doing so by a school principal. If you violate this directive, the Cloquet Police Department will be called, and you can expect to be arrested. I have enclosed with this letter a copy of Minnesota Statutes Section 609.605.

Sincerely,

Administrator