

Policy 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

Adopted: 11/20/2017
Revised: _____

Orig 1995
Revised 2017

I. PURPOSE & DEFINITION

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 during regular school hours. This policy is not intended to apply to extra curricular activities that occur after regular school hours.

A “visitor” means any person, parent or third party who enters a district facility except the following: enrolled students, District employees or District approved volunteers.

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 during regular school hours. 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 and this policy.
- 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. 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 school 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. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures shall be communicated to the school community and the general public.
- B. The superintendent shall be responsible for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, 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, including post-secondary enrollment options students, 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, post-secondary enrollment options student, 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.
- D. Visitors to the building must sign in at office, stating the date, time, purpose and location of the visit. If approved to visit, the visitor will be issued a visitors pass/badge before being allowed in the building. Visitors must sign out at the office when they leave. The Principal or his/her designee reserves the right to deny the visitor entry into the building if they deem the visit is not consistent with the health, education and safety of students and employees and/or that it may be disruptive to the student learning process or employee working environment.

The sign in procedures do not apply to members of the public who are in a limited part of the facility in order to attend an event that is open to the public, such as parent-teacher conferences, student performances, athletic contests or public meetings.
- E. If a District employee sees a visitor in the school without a visitor id pass/badge, the employee must escort the visitor to the office or immediately notify the building office of the presence of a visitor.
- F. Parents who wish to observe their children in the classroom during the school must schedule the visit in advance with the building principal and classroom teacher. The building principal may deny a parent request to observe or visit his or her child in the classroom or school facility if the principal determines:
 - a. The parent has failed or refused to comply with any part of this policy, including the requirement that the classroom visit be scheduled in advance.
 - b. The parent observed the classroom on a prior occasion during the school year and caused a disruption or violates this policy in some other respect.
 - c. The requested date or time for the visit is educationally inappropriate or inconvenient due to testing or other factors determined by the principal.
 - d. The parent has observed the classroom on at least two prior occasions or for up to

- three hours during the school year.
- e. The parent's parental rights have been terminated or the parent does not have physical custody or visitation rights during the school day or during the specific time the parent wants to visit.
 - f. f. The parent has made verbal threats towards a student(s), District employee(s) and/or presents a risk of harm to a student, to a staff member or to District property.
 - g. The parent's actions or words suggest the parent is impaired from using alcohol or another chemical or controlled substance.
 - h. In the discretion of the building principal the parent's presence in the classroom or school facility is not in the best interests of the student, other children or staff.
- G. If a visitor/parent believes that his or her request to visit a district facility has been improperly denied, the individual may submit a written appeal to Superintendent. The decision of the Superintendent is final.
- H. Parents of special education student may request that an independent education evaluation take place in the classroom with an independent examiner to evaluate the student. The District will allow the independent examiner to visit and observe the student in the classroom to the extent provided by law and provided that the independent examiner complies with this policy and does not create a disruption.
- I. A building administrator or his/her designee may as he or she see fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility. This includes but is not limited to any third party visitors such as a new reporters or new outlets that request access to District facilities.

V. VISITOR RULES OF CONDUCT

- A. All visitors must demonstrate respect and civility when interacting with school personnel or other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee including a directive to leave the building.
- B. Visitors must not do any of the following during a visit to District facilities:
- a. Violate any law or policy of the District.
 - b. Make any threats or engage in any threatening behavior.
 - c. Swear or use vulgar language.
 - d. Demonstrate hostility toward any person.
 - e. Engage in conduct that is objectively rude.
 - f. Make or participate in making personal attacks against another person.
 - g. Make or participate in making objectively disrespectful, demeaning, disparaging or insulting comment or statement about or direct to another person.
 - h. Confront or make physical contact with any person which is hostile or objectively rude.
 - i. Photography, film or otherwise record any students, employees without their consent unless it is part of an event open to the public such as a concert, play or athletic contest or other event in which the public is invited.
 - j. Enter school property while impaired from the use of alcohol or any other controlled substance or chemical.
 - k. Create or participate in creating a disruption to the learning or working environment, by

engaging in behavior such as but not limited to; using a raised voice, shouting or yelling, disrupting a teacher while observing a classroom, or any other behavior deemed disruptive.

VI. ADMINISTRATIVE ACTIONS IN RESPONSE TO INAPPROPRIATE VISITOR CONDUCT

- A. A building principal, his or her or designee or the Superintendent may take the following steps when a visitor violates this policy or engages in any conduct they deem inappropriate.
 - a. Notify the offending visitor that his or her conduct is inappropriate.
 - b. Notify the offending visitor that if the inappropriate conduct does not cease immediately, the visitor will be required to leave the building.
 - c. Notify the offending visitor that he or she required to immediately leave the building.
 - d. Contact law enforcement.
 - e. Document the incident.
 - f. Issue a “No Trespass Order” under MN Statutes 609.605 Subdiv. 4(d)
 - g. Seek a (HRO) Harassment Restraining Order under MN Statutes 609.748
 - h. Impose “Time, Place and Manner Restrictions” on parent or visitor communications with District employees.