

Faribault Public Schools
Faribault, MN

School District-Community Relations
Series 900

ADMINISTRATIVE REGULATIONS FOR POLICY #903
VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of these regulations is to comply with Faribault Public School Policy 903. That policy and these regulations will contribute to an environment for students and employees that are safe and free of activities that may be disruptive to the learning process and employee working environment. The following provisions apply to visitors to district buildings and sites during regular school hours. Visitors to school buildings and sites outside of regular school hours must have permission or an invitation from a school official to be in the building, or be attending a school event, class, or meeting to which the person or the public has been invited.

II. PROVISIONS

A. All school building exterior doors, including service entrances, shall be fitted with signs, visible from the outside, printed in English, Spanish and Somali, which read as follows:

**ALL VISITORS MUST REGISTER
AT THE SCHOOL OFFICE
LOCATED INSIDE THE BUILDING MAIN ENTRANCE.**

School Board Policy 903

All school building exterior doors, except the main entrance doors, shall be locked during school hours. It shall be a violation of District policy for any person to block any exterior door open that is meant to be locked under the provisions of these regulations, unless such person has authorization from the relevant building administrator.

B. "Visitor" shall be defined as anyone who is not an enrolled student, a district employee, or district volunteer.

C. All visitor's name, purpose of visit, date of visit, and times of arrival and departure. The visitor log must be located in the school administrative office and kept in a secure location.

D. After signing the visitor log, visitors will be provided with a clearly distinguishable "VISITOR" badge. The visitor must wear the badge while in the school building and turn it in to the office when signing out of the building.

E. School district personnel must courteously approach any visitor without a badge and direct him/her to the school office.

F. If deemed necessary by a school administrator, a visitor may be required to be accompanied by an escort while in the school building.

G. A school administrator may deny any visitor access to a school building.

H. Visitors may only meet with teachers during hours in which teachers are not engaged with students unless a school administrator grants permission otherwise.

I. A visitor who fails to comply with these regulations may be:

1. Denied future visits to the school.
2. Detained by the school principal or designee in a reasonable manner for a reasonable amount of time pending the arrival of the police.
3. Charged with trespassing on school property.

J. All district employees and volunteers shall wear identification tags or badges while in district buildings or sites during regular school hours. The employee badges shall be easily distinguishable from visitor badges.

K. Policy 903 and these administrative regulations will be available on the District Website and in all Student Handbooks.

Date of Adoption: __7/23/18__

