

*Adopted: 12/4/1997  
Revised: 06/27/2002 9/13/2007 and 8/5/2011  
and 10/21/2015*

***Chisago Lakes ISD #2144  
13750 Lake Blvd.  
Lindstrom, MN 55045***

## **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. A visit cannot be a classroom observation due to the data privacy rights of students & employees.

### **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. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

### **IV. VISITOR LIMITATIONS**

- A. All visitors must report to the school office to sign in and to receive a visitor's pass that must be displayed when in the building.
- B. 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. The building principal will have the final say in who may visit their building site.

- 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.

**V. VISITOR – STUDENT VISITORS**

- A. No student visitors will be allowed to attend classes during the school year.

*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)

*Cross References:*