

SCHOOL VISITORS

I. GENERAL STATEMENT

The school board encourages parent and community engagement 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.

During the school day, school activities and other District functions and meetings, student and staff safety and integrity of programming are of paramount importance. Visitors are permitted with permission, as deemed appropriate by the building administrative staff.

II. 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.

III. ACCESS PROCEDURES

Visitors must, upon entering any school building, first come to the administrative office so that they may be directed as appropriate. They will be shown every courtesy.

Reasons for visits might include, for example, viewing classroom productions or events, volunteering for classroom or building events at the invitation of a staff member, or assisting groups of students at the invitation of a staff member. Parents, guardians, or permitted family members may have lunch with a student by prior arrangement, subject to numbers limitations and specific building needs as determined by the building administrator or designee.

All visitors must wear a badge or other identification so that students and staff will be aware that they have registered in the office. The School District will make every effort to see that classes are not interrupted while in session for the admission of guests.

For the protection of everyone in the building, staff members will courteously direct all visitors not wearing a visitor's badge or identification to the administrative office.

Parents wishing a conference with a teacher should not expect to interrupt the teacher's class, preparation time, or other work time, but must contact the school in advance in order to arrange for such appointment. In the event of an emergency requiring that parents have immediate access to their student, parents may either call or go to the office to:

1. Explain the circumstances of the emergency; and
2. Request that their student be called to the office to meet with them and/or talk with them on the telephone, if doing so does not disrupt the educational program.

IV. VISITOR LIMITATIONS

The following types of conduct including but not limited to the following whether occurring in person or by means of e-mail, telephone or voice message are unacceptable and will not be tolerated, regardless of whether a visitor has been given permission to visit or not:

1. Inappropriately raised voices, shouting or yelling toward a staff member or another person;
2. Obscene or foul language, whether directed at a staff member, another person, or directed at no one;
3. Insulting a staff member's intelligence, judgment, or professionalism;
4. Threats, intimations or suggestions of violence or other behavior which reasonably can be expected to intimidate a staff member or another person;
5. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.
6. Engaging in any conduct in the building that could reasonably be interpreted as or actually serves to be disruptive to the education of one or more students or the work of any staff member.
7. In the case of a PSEO student using campus premises and resources, violating any portion of the Student Code of Conduct.

In the event that any such conduct occurs, the following steps may be taken. There is no requirement that all of these steps be taken, nor that they be taken in any particular order:

1. The person will be informed that the conduct violates District policy.
2. The person will be told that if the behavior continues the discussion will be terminated and the police will be called if necessary.
3. The person may be told that a memorandum of the incident will be prepared and maintained in the District's files.
4. The incident will promptly be reported to the building administration and to the Superintendent.
5. The building principal may write a letter to the person summarizing the incident and imposing any additional restrictions upon visits which are appropriate as a result. Such restrictions may include a requirement to only enter the building as far as the office, requirement to call in advance to indicate the time and duration of the proposed visit, requirement to refrain from entering certain areas of the building, or other limitations as deemed appropriate by district administration.
6. In appropriate cases, the administrator or principal will advise the person(s) that he/she/they are prohibited from entering upon the school property for a period of up to one year following the notice and that violation of the directive will result in a report to the police pursuant to state statute and the offender may be issued a trespass notice.

In the event that a person is prohibited from coming onto school property, arrangements will be made to conduct statutorily required meetings, such as IEP team meetings, at either another District facility or at a public meeting place.

In applying this policy, staff members must always be aware that there is an important distinction between declining to be treated in an unacceptable or disrespectful manner and, on the other hand, refusing to carry out a legitimate request for information or assistance. The former is not a reason for the latter. Timelines created by a statute or a District policy for making a response to an otherwise legitimate request must be observed even while the issue of unacceptable or disrespectful conduct is being addressed.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References: Student Discipline Policy 515

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