

903.1 ADMINISTRATIVE PROCEDURE - VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to establish procedures that will inform the school community and the general public 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. A “visitor” is any person who enters a district property except for: enrolled students, and people who are assigned to work at the facility or are otherwise authorized by an administrator to enter the facility

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a part time 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 is responsible for communicating and enforcing this policy and procedure.

V. PROCEDURES

- A. Visitor Procedures

All visitors must comply with the following procedures when entering a district facility, unless they are attending an event or activity that is open to the public, such as parent-teacher conferences, a School Board meeting, or an athletic contest:

1. Immediately upon entering a district facility, all visitors must report to the administrative office or reception desk. Signage indicating this reporting requirement must be prominently displayed on or near all unlocked doors to the facility.
2. Upon reporting to the administrative office or reception desk, all visitors must provide a driver's license or state identification, which will be scanned and returned. Additional information may be collected including but not limited to: names, identification, purpose of their visit, time of their arrival, and location of the building in which the visit will occur.
3. A central administrator or building principal may impose additional restrictions on any visitor who has caused or may cause a disruption in a district facility or who has negatively impacted the school day and/or the educational setting.
4. A central administrator, the building principal, an assistant principal, or a designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A central administrator will follow this policy in determining whether or not permission will be granted for a visit to a district facility that is not a school building.
5. If permission for a visit is granted, the visitor will be given a visitor's identification badge/label stating the visitor's name and the location in the building where the visit will occur.
6. All visitors must wear the issued visitor identification badge/label in visible location at all times while in a district facility.
7. If a district employee sees a visitor in a school building without a visitor's identification badge/label, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
8. Upon completing a visit, a visitor must return to the administrative office or reception desk and check out with staff.

B. Parent/Guardians Procedures for Communicating with Children

The district recognizes the limited circumstances, parents/guardians may occasionally need to communicate with their children during the school day. When this urgent need arises, parents must follow one of the following procedures:

1. Parents/Guardians may call the office and ask to speak with their child. School staff may locate the child and request the child to come to the office to speak with the parent by telephone. Students will not be permitted to place or receive a call from a classroom.

2. Parents/Guardians may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents/Guardians may not go directly to a classroom or to any other location in a district facility.

C. Administrative Procedures in Response to Inappropriate Conduct

Central administrators, building principals, assistant principals, and designees are encouraged to take the following steps when a visitor violates this policy or engages in any other inappropriate conduct:

1. Notify the offending visitor that their conduct is inappropriate.
2. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.
3. Notify the offending visitor that they are required to immediately leave the building.
4. Contact law enforcement, if necessary.
5. Take other action that the central administrator, building principal, assistant principal, or designee reasonably deems to be prudent or necessary in order to:
 - a. protect the safety of students, staff, or school property
 - b. maintain an environment that is conducive to learning and working
 - c. maintain an environment that is free from all forms of abusive and disruptive conduct
6. Document the incident.
7. Any step or steps of this procedure may be skipped or addressed at a later time if the central administrator, building principal, assistant principal, or designee determines, in the exercise of their professional judgment, that immediate removal of the offending visitor is in the best interests of the students or the staff.

VI. RULES OF CONDUCT FOR VISITORS

A. Required Conduct

All visitors must demonstrate respect and civility when interacting with 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. Prohibited Conduct

Visitors must not do any of the following during a visit:

1. Violate any law;

2. Violate any district or school policy, regulation, rule, or procedure;
3. Make any threat or engage in any threatening or intimidating behavior;
4. Engage in any conduct that is designed to intimidate another person, or that could reasonably be perceived as being designed to intimidate another person;
5. Demonstrate hostility toward another person;
6. Engage in conduct that is objectively rude;
7. Use any obscene or foul language;
8. Participate in making any personal attacks against another person;
9. Participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
10. Make unwelcome physical contact with any person unless the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;
11. Photograph, film, or otherwise create an audio or video record of any students, employees, or volunteers of the district, unless the visitor is on district property or in a limited part of a district facility to attend an event or activity that is open to the public, such as a School Board meeting or an athletic contest;
12. Can not enter onto school property while impaired from the use of alcohol or any other substance, including but not limited to controlled substances, intoxicating chemicals, or cannabis. The school is a drug- and alcohol-free environment.

VII. GROUNDS FOR DENYING A REQUEST TO VISIT

A. Parent Visits for Purpose Other than Classroom Observation

A central administrator, a building principal, an assistant principal, or a designee may deny permission for a parent to visit any part of a district facility if the central administrator, the principal, the assistant principal, or the designee determines that:

1. The parent has refused or failed to comply with any part of this policy;
2. The parent violated any rule or procedure of this policy while visiting a district facility on a prior occasion during the school year;
3. The requested date or time for the visit is educationally inappropriate or inconvenient;
4. The parent has created a disruption during a prior visit and is likely to create a disruption if permitted to visit again;

5. The parent's presence in the district facility is not in the best interests of student or staff;
6. The parent presents a risk of harm to other persons, including but not limited to students, staff members, other parents or community members, or to district property;
7. The parent's parental rights have been terminated, or the parent does not have physical or legal custody or visitation rights during the school day or the period of time when the parent wants to visit the district facility; or
8. The parent's actions or words suggest that the parent is impaired from using alcohol or another substance.

B. Classroom Observations by an Independent Examiner

If the parent/guardian of a special education student requests an independent educational evaluation (IEE) or hires an independent examiner to evaluate a child, and the parent requests that the independent examiner be permitted to observe the child in the classroom, the district will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies with all provisions of this policy and does not create a disruption. The district may assign a staff member to accompany an independent examiner during all observations.

An independent examiner may not interview any students at school or any district employees without prior written permission from the district. A district representative or designee will be present during any interviews.

C. Visits by Third Parties

A district administrator, building principal, may, as they see fit, deny a visitor's request to visit any part of a district facility if the visitor is not a parent/guardian of a child who attends school in the facility.

V. VISITOR LIMITATIONS

- A. 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.
- B. An individual or group who enters school property without complying with the procedures and requirements may be trespassed.

VI. PARKING

During school hours, visitors may park their vehicles in spaces designated for visitors, if possible.

VII. PENALTIES

Permission to be in a district facility is conditioned upon compliance with this policy. Pursuant to Minnesota Statutes, section 609.605, subdivision 4, any person who violates this policy may be

found guilty of a misdemeanor. Law enforcement may be contacted. A district administrator and/or Principal may impose an order prohibiting a person from entering onto school property (trespass)

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)