

**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.

**903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES****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.

**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 has visitor and post-secondary enrollment options student procedures and requirements in place for each building. During school hours, upon entering each facility, visitors must check in to that building's main office to be directed through proper procedures and requirements.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing 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 in locations as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school

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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 students, 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.

**Visitors to the Schools**

Under ordinary circumstances, the teacher being visited by a parent during the school day should continue with the regular classroom work. It is desirable that parent-teacher conferences be held before or after school or during preparation period so that normal progress of classroom instruction is not disrupted.

Contacts during school hours with nonschool individuals and agencies for materials, services or programs may be made only with the approval of the principal.

For the protection of everyone, teachers and students are asked to see that all visitors are directed to the principal's office. For the same reason, all agents, etc., need permission from the principal's office before approaching any person within the building.

Employees in school buildings shall report to the principal immediately any person loitering on or near the school grounds. The principal shall notify the appropriate law enforcement agency immediately upon receiving the report and also notify the superintendent.

Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds and/or who causes disturbances is guilty of disorderly conduct and may be prosecuted.

To ensure the continuity of the educational program and guard against classroom interruption, delegations desiring to visit our system, or any particular part of it, should make arrangements through the superintendent. The superintendent then can make the necessary arrangements to have someone knowledgeable in the area they wish to see assist them in their visit. This will also ensure that the part of the program they wish to visit will be operational on their arrival and will guard against undesirable interruptions in the scheduled programs of students and staff members.

Professional visitors arriving at schools unannounced should be directed to the principal's office. They will be accommodated only if this does not interfere with scheduled plans of staff members.

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**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:**