

## **903L 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.

### **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. 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. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are

an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school 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 school property.
- 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. PARENTS VISITING OR CALLING STUDENTS DURING THE SCHOOL DAY**

*Independent School District No. 553 recognizes the importance of providing a learning environment for its students that is free from distractions and disruptions. Whenever possible, parents should arrange to meet with and/or talk to their children outside of the school day.*

*In the event of an emergency which requires that parents contact their student, it is the policy of Independent School District No. 553 that parents must either call or go the office of the building principal to:*

- A. *Explain the emergency; and*
- B. *Request that their child be called to the office to meet with them and/or talk to them on the telephone.*

*Parent may not go to classrooms or other school district locations to meet with their children unless they receive approval of the building principal to do so.*

*The building principal will deny a parent's request to visit his or her child's classroom if the visit would be inconsistent with the activity then taking place in the classroom or if the circumstances of the parental visit would be disruptive to the educational environment in the classroom.*

*The policy outlined above applies to all parents, custodial and noncustodial. Although Independent School District No. 553 recognizes that disputes often arise between divorced or estranged parents, it is not an arbiter of these disputes and will not assume that role. Accordingly, the School District will not enforce custody orders that are not specifically directed at it.*

## **VI. TRESPASSING ON SCHOOL PROPERTY**

**A. It is a misdemeanor for a person to enter or be found in an elementary, middle, or secondary school building unless the person:**

1. *is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;*
2. *has permission or an invitation from a school official to be in the building;*
3. *is attending a school event, class, or meeting to which the person, public, or a student's family is invited; or*
4. *has reported the person's presence in the school building in the manner required for visitors to the school.*

## **VII. VIOLATIONS**

*It is a misdemeanor for a person to enter or be found on school property within six months after being notified by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission to return to the property. As used in this paragraph, "school property" has the meaning given in Sec. 152.01, subd. 14a, clauses (1) and (3).*

## **VIII. DETAINMENT**

*A school principal or a school employee designated by the school principal to maintain order on school property, who has reasonable cause to believe that a person is violating this subdivision may detain person for a reasonable period of time pending the arrival of a peace officer. A school principal or a designated school employee is not civilly or criminally liable for any action authorized under this paragraph if the person's action is based on reasonable cause.*

## **IX. PEACE OFFICER:**

*A peace officer may arrest a person without a warrant if the officer has probable cause to believe the person violated this subdivision within the preceding four hours. The arrest may be made even though the violation did not occur in the peace officer's presence. (Minn. Stat. Ss 609.605, subd. 5)*

**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:**