WILLOW RIVER AREA SCHOOL DISTRICT
POLICY MANUAL

Policy #	**903**	Policy Name	**Visitors to School District Buildings & Sites**
Adoption Date	**August, 1995**	Status	**Recommended**
Revision Date(s)	**February, 2009 October, 2017 February, 2018, October, 2019**	Board Review Date(s)	**October, 2017 February, 2018, October, 2019; October, 2020**
* Note all policy numbers coincide with the MSBA Reference Manual			

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. 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

The Superintendent shall establish and coordinate visitor procedures and requirements. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public.

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 on school property at times and in locations specified in the visitor procedures and requirements 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 of school property.

C. An individual, post-secondary enrollment options student, 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 superintendent, school principal or a designated person in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

VI. BUILDING RULES AND REGULATIONS

A. No person, other than a student of this school building, teacher, administrator, official, or employee in this school district, or an authorized agent of said district, shall be permitted to enter any classroom or circulate in this school building without first receiving permission from the building principal and receiving a visitor pass through the main entrance (Door A). All visitors shall enter at the main entrance (Door A) and register. Visitors may be subject to verification of identity and issuance of a visitor's or identification badge and, if necessary, provided with an escort.

B. Upon completion of the visit the visitor shall return to the main entrance to return materials and enter departure time in the visitor's register.

C. Such permission as described above shall be required only during the period when the school is in session and shall be for the purpose of preventing interruption of normal educational functions. Permission shall not be required for anyone who is present in the building for the following purposes only:

1. Voting or aiding in the conduct of any legally called election.

2. Attending any duly authorized athletic, recreational, or cultural event.

3. District facilities, other than the schools, i.e. football field, softball complex, transportation building, are subject to rules and regulations appropriate for the programs conducted at those sites.

VII. MAINTENANCE OF SAFETY

A. Anyone who disrupts school operations, damages school property, or is perceived to be a risk to students, employees, or the school may be asked to leave school property. A staff member should ask any visitor without a badge to obtain one at the main entrance, or leave the property, and that if the individual or group does not comply the staff member should contact administration enforcement.

B. The building principal has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or employees, or intent on committing an illegal act.

C. Communication between parents and other visitors to the school with students and school employees shall be appropriate and respectful. Conferences, phone calls and written communication will be held to that standard of respect and appropriateness. The consequences of such behavior may result in the termination of discussion, and the offender may be asked to leave school property.

D. Permission granted hereunder may be limited as to time or purpose and may be revoked by the administrator granting the same or by the Superintendent at any time if in his/her opinion such visit is no longer in harmony with the proper conduct of the schools.

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: