

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS**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.

**II. DEFINITIONS****III. 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.

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.

Responsibility

- A. It shall be the responsibility of the superintendent to provide coordination of all visitor procedures and requirements published annually in each school handbook.

Visitor Limitations

- A. An individual, post-secondary enrollment options students, 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 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, including 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 building administrator or a person designated by the school administrator in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

### Appropriate Communication

Communication between parents and other visitors to the school with school personnel will be appropriate and respectful. Conferences, phone calls and written communication will be held to that standard of respect and appropriateness.

Therefore, the following kind of inappropriate verbal or electronic communication will not be accepted:

1. Shouting or yelling.
2. Using obscene or foul language in communication.
3. Using insulting or demeaning language.
4. Threatening or intimidating by the suggestion of violence or negative consequences if demands are not met.
5. The use of any physical force, including unpermitted or unwelcome touching regardless of whether pain or injury results.

The consequences of such behavior will be as follows:

1. The offender will be informed that the conduct violates district policy.
2. The continuation of such conduct will result in the termination of discussion.
3. The offending person will be told that a record of the incident will be kept in district files.
4. The incident will be promptly reported to the appropriate administrator.
5. These behaviors constitute disorderly conduct pursuant to MS Section 609.72 and charges may be filed under this statute.

The building administrator is authorized to interpret and implement board policies, subject to subsequent review by the superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

School Board Adoption: August 13, 2018

An Equal Opportunity School District