
PROGENY ACADEMY

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POLICY #903: Visitors to the School

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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

The 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. 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. VISITOR LIMITATIONS

1. Parents are welcome to visit the school at any time and are encouraged to volunteer. They should contact the school office and/or the teacher if planning to visit a particular class. With the permission of a parent and approval of administration, a visitor may be allowed to visit with his/her student(s) during lunchtime. All visitors must check in at the school office and wear a provided nametag.
2. 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.
3. 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:
 - A) move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

- B) 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) ask that a person be detained in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

IV. VISITOR EXPECTATIONS AND REQUIREMENTS

The following rules apply to all visits by any person to school buildings, school property, and any premises under the control of the school district, including public events.

1. All staff members, students, and visitors are to be treated with respect.
2. No person shall enter or remain in a school building, on school property, or on any premises under the control of the school district without a reasonable and articulable purpose for the person's presence.
3. No visitor shall engage in any of the following: inappropriately raised voices, shouting or yelling at a staff member or student; obscene or foul language, whether or not directed at any specific person; insult to a staff member's intelligence, judgment, or professionalism; overt or implied threats of violence; speech or action that can reasonably be expected to intimidate a staff member or student; or unpermitted or unwelcome touching of any person, regardless of the degree of force used.
4. All visitors shall comply with state and federal laws and school district policies regarding use and possession of alcohol, tobacco, controlled substances, and weapons, as well as other laws and policies applicable to presence on school premises, whether or not set forth in this policy.

V. VIOLATIONS

1. A visitor may be denied permission to visit a school, other school property, or premises under the control of the school district, or such permission may be revoked, if the visitor does not comply with this policy or if the visit is not in the best interest of students, employees or the school district.
2. A visitor who violates this policy may be guilty of criminal trespass and thus subject to criminal penalty. Such person may be detained by the school principal, or the principal's designee, or other person in charge of the school buildings or premises in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

ADOPTED: May 20, 2022
REVIEWED/REVISED: