

Policy 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 Board of Education on visitors to Northfield School District buildings and property.

II. GENERAL STATEMENT OF POLICY

The district is committed to 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. The district 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.

II. STAFF/VISITOR IDENTIFICATION BADGES

The district shall require staff, substitutes, visitors and volunteers to wear appropriate identification as described below. School badges are issued on the basis of need, and are to be safeguarded and remain solely in the possession of the person to whom they are issued. Under no circumstances, including copying and printing, should a badge be used by anyone other than the person for whom it is issued. All school employees are responsible to help monitor people in the school buildings and are expected to either escort visitors who do not have badges to the office to register and get a “Visitor” or “Volunteer” badge, or to alert office personnel that they have directed a visitor or volunteer to the office. Any suspicious persons in the building are to be reported to the office immediately.

A. Permanent School Employees:

Photo ID's will be provided by the district and must be worn at all times by permanent employees of Northfield Public Schools when they are in school buildings. Should a replacement badge be needed for any reason, it should be ordered from the Human Resources Office immediately. In the interim, employees should obtain a temporary badge from the school office. Badges must be returned to the district when leaving its employ.

B. Substitute Employees:

“Substitute” badges will be issued to individuals who are subbing within the buildings of the district. Such badges must be worn whenever the individual is in school buildings. Substitute badges need to be turned in at the end of the assignment.

C. Visitors/Volunteers:

Visitors and volunteers to school buildings are required to register and obtain a “Visitor” or “Volunteer” badge in the main office of the school building, and to return the badge and check out at the end of the visit.

D. Post-Secondary Enrollment Options Students:

A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours and 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.

III. 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 district procedures and regulations or if the visit is not in the best interest of students, employees or the 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. Require the driver or other person in charge of the vehicle to move it off school district property.
 - 2. Provide for the removal of the vehicle, if unattended, 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 or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalties. 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.

Policy 903 Visitors to School District Buildings and Sites

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Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass)