

SCHOOL/COMMUNITY RELATIONS

Board Policy 903

St. Cloud Area School District 742

Revised: September 16, 2020

Reviewed/No Change: January 2023

Revised: _____, 2026

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. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of **parents/guardians** and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by 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

The school district administration is responsible for communicating and enforcing this policy.

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, **including the requirement that visits be scheduled in advance and that the visitor check in at the office**, or if the visit is not in the best interest of students, employees or the school district.
- B. 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.

- B. Recording, creating video or photographing.** Visitors and students may not photograph, take digital images, film, create video or otherwise record any students, employees, or volunteers of the District outside of an event that is open to the general public, unless they have obtained prior written permission from the student, employee, or volunteer.
- C. Communicating with a Student During the School Day.** The District recognizes that under limited circumstances /s may occasionally need to communicate with their children during the school day. When this need arises, parents/guardians must follow one of the following procedures:
1. Parents/guardians may call the office and ask to speak with their child. School staff will then locate the child and instruct the child come to the office to speak with the parent/guardian by telephone. This may occur by making an announcement over the school's intercom system. Students generally will not be permitted to place or receive a call from a classroom.
 2. Parents/guardians may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents/guardians may not go directly to a classroom or to any other location in a District facility without complying with the Visitor Procedures stated in this policy.
 3. Students will not be permitted to make calls or receive calls on personal cell phones during any class period.
- D. Respect and civility.** All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building. Visitors must not do any of the following during a visit:
1. Make any threat or engage in any threatening behavior;
 2. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
 3. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice, shouting, or yelling; talking with a teacher or a student while observing in a classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.
- E. Request to observe a child by a parent/guardian.** An administrator or a designee may deny a parent/guardian's request to observe a child in the classroom, or may revoke permission for such a visit, if the administrator or designee determines that:
1. The visit is for a purpose other than to observe the student;

2. The date or time for the visit is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute teacher or guest speaker is present, or when students are going on a field trip;
3. The parent/guardian has observed the child in the classroom on a prior occasion during the school year;
4. The parent/guardian's parental rights have been terminated or the parent/guardian does not have physical custody or visitation rights during the school day or during the specific period of time when the parent/guardian wants to observe the classroom; or
5. In the discretion of the building principal or another administrator, the parent/guardian's presence in the classroom is not in the best interests of the student, other children, or staff.

C. Visitors are allowed to park vehicles on school property at times and in locations as authorized by school officials. When unauthorized vehicles of visitors are parking 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.

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)

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St. Cloud Area School District 742
St. Cloud, Minnesota

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