*Adopted: September 2022* *Benson Public Schools Policy 903*
*Orig. 1995*

*Revised: 2022*

## 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 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

A. The school district administration shall present recommended visitor and post secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

**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 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. 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 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.**

## Northside Elementary Visitor Policy

**Visiting School**

Parents are welcome to visit our schools. Approved visitors must check into the office before entering the building. We are eager for you to get acquainted with our staff, our buildings and our educational procedures. We realize that you have a great responsibility as parents for the education of your child.

**Visitor Procedures for Northside Elementary**

A safe school environment is essential for learning, and is one of the highest priorities in the Benson School District. For the safety and security of our students, staff and our guests, a uniform visitor procedure has been implemented at Northside Elementary.

**Students will be dropped off and picked up outside at our entry doors. All outside doors will be locked from 8:15 a.m. to 2:45 p.m. To gain entrance into the building visitors will need to be buzzed in at the East entrance at Northside. If warranted, parents may accompany and drop students off at their classroom during the first week of school. Following this, a staff member will assist in getting students from the office to their classroom. This is in order to keep all students safe and Northside secure.**

It is very important to your child that you share in his/her school life; therefore, you are invited and encouraged to visit the school for special programs, serve as a volunteer, or have lunch with your child. **All parents and visitors will be asked to sign in at the office** to get a visitor pass, which must be visible at all times. During events that are open to the public, exceptions and modifications to these procedures may be posted.

When you are leaving the building **please stop by the office and sign out.** This is a very important step because, in the event of an emergency evacuation, such as a fire drill, we will be using the visitor log to make sure that all guests are accounted for and have exited safely.

While some of these measures may create anxiety, inconvenience or delays, they are necessary steps to provide the safest and most secure learning environment possible. We hope that by following these basic procedures, our schools will be safer for our guests, our staff, and especially for our students.

**Withdrawal from School**

It will be appreciated if parents moving from our school send a note to the school or call the office and give the following information:

1. New Address
2. Date of last attendance for the child in school.

This information should be forwarded to the school several days before the child actually leaves. Upon receiving this information the school prepares the necessary forms and sends them home with the child together with the report card if applicable. The new school in which your child enrolls will send for your child's school records.

## Benson High School Visitor Policy

**Visitors**

If you wish to have a visitor attend classes with you; receive approval from the 6-12 office and teachers prior to the day of visitation. A visitor is allowed to attend classes with a BHS student for one-half day, one time per year, before or after (but not including) lunch, pending administrative approval. Visitor access may be allowed unless the visit is not in the best interest of students, employees or the school district. The district prohibits any visit that substantially disrupts the orderly operations of the school or school activities.
Parents/guardians are welcome to visit Benson Public Schools; however, they must check with the office to determine class breaks, and in order to check teacher availability. All visitors must sign in at the 6-12 office. Parents/guardians wishing to visit a classroom must receive 24-hour prior approval from the administration and teacher.

***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)

***Cross References:*** *None*