

Adopted: 6-25-2012

Revised: _____

903.1 PROCEDURES - VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to provide procedures for the school community and the general public when visiting school buildings and other school property.

II. SCHOOL BUILDINGS

- A. All visitors including parents/guardians and PSEO students are required to report to the main office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day 8:15 a.m. to 3:01 p.m.
- B. Student visitors are not allowed to accompany BHS students to their classes.
- C. When requesting to see students or staff the administration must grant approval depending on the schedule of the student and staff in the attempt not to disrupt class.
- D. Coaches and supervisors of visiting teams are responsible for their athletes when arriving for contests prior to the end of the school day.

III. SCHOOL PROPERTY

- A. All visitors to school property are required to check into the district office before having access to any part of the school property during the time that school is in session.
- B. Coaches and supervisors of visiting teams are responsible for their athletes when arriving for contests prior to the end of the school day.

IV. FAILURE TO REPORT

A It is in violation of Minnesota Statute 69.605(4) for visitor's who do not report to the office as required by policy 903. Entry on school property is a misdemeanor and the administration has the statutory right to ban individuals that are found to be in violation of policy 903.