



INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE – SAVAGE AREA SCHOOLS

PROCEDURES FOR VISITORS TO SCHOOLS DURING THE SCHOOL DAY

Building administration will be responsible for adhering to the following procedures for accommodating visitors to schools and school programs/activities during the school day. The procedures shall be approved by the Superintendent. The procedures should include the following:

1. A sign on all doors of school buildings, including service entrances, directing all visitors to register in the administrative office or check-in desk. The sign should indicate where this administrative office or check-in desk is located.
2. All visitors provide a government issued ID and register with the administrative office upon arrival and departure.
3. All visitors wear a visitor badge to signify their status and the fact that school administration has authorized their presence in the building. The badge must include a photo, date and time of the visit, and destination.
4. A designated office personnel will, if requested or if deemed necessary, escort the visitor to the area sought to be visited.
5. If school district personnel or volunteers see a visitor in the building without a visitor badge they must courteously escort the visitor to the administrative office.
6. Visitors who wish to meet with teachers be restricted to hours in which teachers are not with students, unless permission is granted otherwise. Visitors may also be required to secure appointments with teachers in advance.
7. School administrators have the discretion to deny a request to visit the school.
8. School administration has the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.
9. A notice of visitor and volunteer procedures posted to the website.
10. A penalty provision providing that a visitor who fails to comply with the visitor policy may be: a) denied future visits; b) detained by the building administration, or a person designated by building administration, pending arrival of the police; and c) charged with trespassing on school property under MN State Statute.
11. The building administration is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.