

540 SCHOOL TRESPASSING PROCEDURES

Adopted: February 28, 1994

Revised: _____

Purpose:

It shall be the policy of the Waterville-Elysian-Morristown School District to assure the safety of its students and staff by limiting access to school property to only authorized individuals.

To affect this goal, the School District will comply with the following procedures and encourage the prosecution of trespassers under Minn. State Statute 609.605, subd. 4.

Definitions:

Authorized Individuals: The following individuals are considered authorized to be on school property:

- a. Enrolled students, parents, or guardians of enrolled students or employees of the school or School District.
- b. Individuals with permission or an invitation from school officials to be in school buildings.
- c. Individuals who are attending a school event, class or meeting to which they or the public have been invited.

Unauthorized individuals: Any individual who is not authorized as provided above.

School property: Any property owned, leased, or controlled by the School District on which educational services are provided or on which extra curricular or co-curricular activities are provided.

The area within a school bus is school property when the bus is being used to transport one or more elementary or secondary school students.

Procedures:

- A. If a student or staff member becomes aware of the presence on school property of an individual who is unauthorized to be on these premises, the reporting party shall immediately notify the school principal or an individual authorized by the principal of this information.

B. The principal/building administrator or authorized individual shall investigate the report of an unauthorized individual's presence on school property. This investigation should include interviewing the individuals, if possible, and checking school files to determine if the individual has trespassed on school property in the past.

1. If the principal/building administrator concludes that the person is unauthorized to be on school property, the principal shall:

a. If this is either the individual's first time trespassing incident within a six month period of time:

- i. Complete the trespassing violation form and maintain it in the school files.
- ii. Provide additional copies of the trespassing violation form to the trespassing individual and the School District.

b. If this is the individual's second trespassing incident within a six month time period:

- i. Contact the Police Department immediately, if possible identify the trespasser, and inform police that this is the individual's second trespassing incident within a six month time period. The school should provide the police with any documentation it has regarding the individual's past trespassing incident.
- ii. Contact School District Superintendent's Office as soon as possible to inform them of the incident and fact that police has been contacted.