



Superintendent's Circular

School Year 2011-2012

NUMBER:
LGL-4

DATE:
September 1, 2011

SCHOOL VISITORS GUIDELINES

It is School Committee policy to welcome all parents and other visitors to our schools and to encourage their active support of and involvement in the schools. This policy permits parents and others to visit schools and classrooms and utilize school facilities including school parking lots, so long as the visits do not interfere with the work of students, teachers and/or other school employees.

All visitors, including School Department personnel, are expected to report to the school office before going elsewhere in the building. They may be required to sign in, noting their name, affiliation and reason for the visit, and, before leaving, to sign out of the building. Visitors may be required to park in certain designated spaces or at certain designated times in school parking lots. All parents should be informed of these procedures through such means as is determined by the school.

Occasionally, visitors may disrupt school activities: by behaving inappropriately; by harassing staff; by shouting; or by insisting on visiting at inappropriate times. Every effort should be made to work with such visitors to inform them of established procedures in an effort to eliminate future disruptions. When such disruptions occur, however, the building administrator may issue the offender a Trespass Warning pursuant to M.G.L. c. 266, § 120. Attachment A provides an example of such a letter, with appropriate fields to be filled in by the building administrator. Such a Warning requires the offending party to contact the building administrator, or a designee, prior to appearing at school for any school-related matter. Additionally, depending upon the nature of the inappropriate behavior, a building administrator may choose to substitute any of the following restrictions in the third paragraph of Attachment A:

1. The visitor may be required to telephone prior to visiting the building to inform the building administrator of their intent in visiting the building.
2. The visitor may be required to be accompanied by the building administrator or his/her designee to classrooms.
3. Advance scheduling of consultations with teachers or other providers may be required.
4. Parents delivering student(s) to school may be required to leave the student(s) at the front door and not be permitted to accompany them to the classroom.

This Warning should expire at the end of the academic year. As is noted on the Trespass Warning, it is appealable through the Operational Leader.

Additionally, by issuing the Trespass Warning, the building administrator is placing the disruptive visitor on notice that any further inappropriate behavior will result in the issuance of a Trespass Notice. If inappropriate behaviors continue, Attachment B provides an example of such a trespass notice, again with fields to be completed by the building administrator. The Trespass Notice will be effective for one year from the date it was issued and may, in the reasonable exercise of the building administrator's discretion, be renewed thereafter. Failure to comply with any restriction imposed by the Trespass Notice may result in the visitor's arrest and prosecution for criminal trespass. It, like the Trespass Warning, is appealable at the visitor's election through the operational leader.

In instances of extreme behavior, such as assault or battery of an administrator, faculty member, staff member or student, a building administrator may issue a Trespass Notice without prior issuance of a Trespass Warning. Attachment C is an example of such a notice. Such a Trespass Notice as is contained in Attachment C should be reserved, however, for particularly egregious behavior where there is a particularized apprehension for the safety or well being for a member(s) of the school community. Once issued, or until such time it is vacated, the named visitor is prohibited, under penalty of law, from entering or using school grounds for any reason. This Trespass Notice is effective immediately and its duration is indefinite. A copy of this Notice must be provided to the Boston Police Department, the Safety Office, and Office of Legal Advisor and also maintained in the school's file. A visitor's failure to comply with this Notice will result in immediate arrest and prosecution for trespassing if it is violated. This Notice is likewise appealable through the operational leader.

For more information about this circular, contact:

Name:	Alissa Ocasio
Department:	Office of Legal Advisor
Mailing Address:	26 Court Street, 3rd Floor
Phone:	617-635-9320
Fax:	617-635-9327
E-mail:	aocasio@boston.k12.ma.us

Carol R. Johnson, Superintendent

Attachment A

Re: WARNING PURSUANT TO G. L. c. 266 § 120
Warning notice of unacceptable conduct that disturbed the **(enter school name)**

Dear XXXXX:

By this letter I am issuing a Trespass Warning pursuant to G. L. c. 266, § 120. As a result of **(insert description of the incident of unacceptable behavior that prompted this warning)** at the **(enter school name)** on **(enter date of incident)**, it is necessary for me to issue this warning in order to ensure the safety of students, school staff, and visitors.

In order to foster and ensure effective teaching and learning, it is necessary to maintain an environment in the **(enter school name)** that is positive and free of disruption, so that the business of the school may be appropriately completed. I have determined that your behavior of **(date of incident)** seriously disturbed the school environment and impeded our efforts to conduct school activities and related school business by **(describe behavior)**. Such conduct cannot be tolerated and does not reflect the type of behaviors we model for our students.

In the future, if you need assistance in attending a school related matter, please contact me, or my designated staff person, and either of us will assist you in addressing your concerns. You must contact me and make arrangements with either me or my designee prior to setting foot on **(enter school name)** grounds. Additionally, We require advance scheduling of consultations with teachers or other providers. While delivering student(s) to school you will be required to leave the student(s) at the front door and not be permitted to accompany them to the classroom. Any further incident(s) that disrupts the school or interferes with school business during the remainder of this academic year may next result in the issuance of a formal Trespass Notice under G. L. c. 266, § 120. Such a notice, if issued, would prohibit you, under penalty of law, from entering or using the **(name of school)** or from setting foot on school property for any reason for a full calendar year. Failure to comply with such a Trespass Notice would subject you to immediate arrest and prosecution for violation of such a trespass notice.

This action is being taken on behalf of and in the best interest of our students, staff, and faculty. I look forward to working with you in a cooperative manner. Please contact me at **(enter contact telephone, email and address)** if you wish to discuss this warning notice or seek other assistance. You may also contact the operational leader at **(insert number of contact person)** to discuss the issuance of this Trespass Warning including if you dispute the reasons therefore.

Thank you for your cooperation in this matter.

Sincerely,

(enter Principal or other responsibility official name)
(enter title and school)

cc: Boston Police Department
Superintendent
Office of Legal Advisor
Safety Services
School Files

Attachment B

Re: Notice Pursuant to G. L. c. 266, §120,
Requiring that you not enter of use the **(enter school name)** property

Dear XXXXXX:

As a result of **(insert description of the incident of unacceptable behavior that prompted a previous warning and the current notice)** at the **(enter school name)** on **(enter date of original incident)**, it is necessary for me to issue this Trespass Notice pursuant to M.G.L. c. 266, § 120. Therefore, from the date of this notice and until such time as it is either vacated or for one calendar year whichever is first you are not allowed to be present on the premises of the **(name of school)**.

Despite the warning issued on **(date)** a copy of which is enclosed, your behavior continues to disrupt the teaching and learning process and indeed places our students, staff and faculty at risk of harm.

I determined that your behavior on **(dates of each incident for which a warning notice was issued and the current incident which prompts this Trespass Notice and describe behavior)** seriously disturbed the school environment and the conduct of school activities and related school business. This cannot be tolerated and is contrary to the mission of the **(name of school)**. If in the future you have a need to address particular school-related matters, please contact either my designee or me by telephone so that your concern may be addressed.

By this letter, I am formally notifying you of the Trespass Notice. A copy of this notice will be provided to the Boston Police Department, Office of Safety, Office of Legal Advisor, the **(school name's)** file, and also sent to you by regular and certified mail. This trespass notice prohibits you, under penalty of law, from entering or using the **(name of school)** or from setting foot on school property for any reason. Failure to comply with this Trespass Notice shall subject you to immediate arrest and prosecution for violation of this Trespass Notice. This notice will be effective for one year from the date it was issued and may, in the reasonable exercise of my discretion, be renewed thereafter. If renewed, I will notify you in writing prior to its renewal. If not renewed, its effect will end one year after its issuance.

I look forward to working with you in a cooperative manner. Please contact me at **(enter contact telephone and email)** if you wish to discuss this Trespass Notice or seek other assistance. You may also contact the operational leader **(insert number of contract person)** to discuss the issuance of this Trespass Notice. You may also contact the operational leader if you dispute the reasons for issuing this notice, or if, during the duration of this notice, you wish to seek to vacate or modify its provisions.

This notice is likewise appealable through the operational leader.

Thank you for your cooperation in this matter.

Sincerely,

(enter Principal or other responsibility official name)
(enter title and school)

cc: Boston Police Department
Superintendent
Office of Legal Advisor
Safety Services
School Files

Attachment C

Re: Trespass Notice, pursuant to G. L. c. 266, § 120,
requiring that you not enter or use the **(enter school name)** property

Dear XXXXXX:

As of a result of **(insert detailed description of the incident of unacceptable behavior)** at the **(enter school name)** on **(enter date incident)**, it is necessary for me to issue this Trespass Notice, pursuant to G.L. c. 266, § 120. Therefore, from the date of this notice, you are not allowed to be present on the premises of the **(name of school)**.

I have determined that your behavior on **(date of incident)** placed our students, staff and faculty at risk of harm. Furthermore, your actions seriously disturbed both the school environment and the conduct of school activities and school-related business. This cannot be tolerated. It is contrary to the mission of the **(name of school)**. If in the future you have a need to address particular school-related matters, please contact either my designee or me by telephone so that your concerns can be addressed.

This letter serves formally to notify you of the Trespass Notice. A copy of this notice has been provided to the Boston Police Department, the Superintendent's Office, the Office of Legal Advisor, the Office of Safety Services, the **(name of school)**'s file and to you by regular and certified mail. This Trespass Notice prohibits you, under penalty of law, from entering or using the **(name of school)** or from setting foot on school property for any reason. Failure to comply with this trespass notice shall subject you to immediate arrest and prosecution for violation of this Trespass Notice. This notice will be effective immediately and its duration is indefinite.

I look forward to working with you in a cooperative manner. Please contact me by telephone if you wish to discuss this Trespass Notice or seek other assistance. You may also contact the operational leader at **(insert number of contact person)** to discuss the issuance of this Trespass Notice, including if you dispute the reasons therefore.

Thank you for your cooperation in this matter.

Sincerely,

(enter Principal or other responsibility official name)
(enter title and school)

cc: Boston Police Department
Superintendent
Office of Legal Advisor
Safety Services
School Files

Enclosure **(attach copy of incident report if available)**

Guidelines for Visiting the Boston Public Schools

A Message from Superintendent Carol R. Johnson



On behalf of the Boston School Committee and our principals, headmasters, teachers and other staff, I extend a warm welcome to parents and others to visit our schools and classrooms. Active involvement of families and the community in our students' education is a key to student success and one of my highest priorities.

To keep our students and staff safe and secure, and to keep classroom disruptions to a minimum, we have developed the following guidelines for school visits. "Visitors" include all parents and school department employees, as well as others.

1. ALL visitors MUST report to the school office and sign in before going elsewhere in the building, and they must sign out before leaving. Some schools have a desk near the main entrance where visitors may sign in and out. However, if no one is sitting at the desk, the visitor must go to the office.
2. All visitors will receive a Visitor's Pass when they sign in. They must return it to the office or sign-in desk when they leave. Please be sure your Visitor's Pass is visible while you are in the school or schoolyard. Visitor's passes will not be required at Open Houses, Parent Nights or other school-sponsored events open to the public.
3. For the safety of our students and staff, we will consider that visitors who do not sign in and cannot show a Visitor's Pass are trespassing. A school staff member may ask them to leave the building and schoolyard.
4. Visitors who want to meet with a teacher or administrator must make an appointment. Teachers have time each week set aside to meet with parents. No appointment is necessary for conferences at Open Houses, Parent Nights, or other school-sponsored events open to the public.
5. Teachers who are expecting a visitor should notify the office. In some cases, a staff member may escort the visitor to the meeting place.
6. Sometimes, there may be a problem between a parent and a teacher or other staff member. If a meeting is scheduled to address the problem, it will take place in the office or a conference room—not in the classroom. The parent must first report to the office and will be escorted to the meeting place. A school administrator will be present at the meeting.
7. It is very disruptive to the classroom for parents to pick up their children before the regular dismissal time. If this is necessary, the parent should call the school office in advance and pick their child up in the office or other location designated by the school. Parents may not go directly to the classroom to pick up their child. The school will not release a student to anyone other than a custodial parent without the parent's consent and proper identification.
8. Occasionally, visitors may disrupt school activities by insisting on visiting classrooms unannounced, harassing staff, shouting, or using inappropriate language. If such disruptive behavior continues, the school administrator may restrict the individual's visits or deny future access to the building and schoolyard.

Thank you for your cooperation in observing these guidelines. Be assured that our goal is to create a safe, secure, and positive learning experience for all our students and their families.