

## Visitors to District Facilities

The district is responsible for supervision and administration of district property. To ensure that the work environment and that school work is not disrupted and that visitors are properly directed to the area(s) that they are interested in, all visitors to district premises must report to the site's office upon entering district property to request authorization to visit elsewhere in the building/site. In consideration of visitations privileges the following guidelines must be honored:

1. Teachers' or students' performance must not be impeded by visitors interrupting the work environment or by unreasonable demands on a teachers or students time;
2. Visitors are to limit contact to an individual student(s) as authorized by the site administrator and/or the superintendent in the site administrator's absence;
3. When in the interest of maintaining orderly educational programs or student safety, a principal (or superintendent) determines that a specific visitor(s) shall not be permitted to enter district property, the administrator shall:
  - a. Advise the person that he/she is refused admission and provide that person with the reason(s) for the refusal;
  - b. If possible attempt to arrange alternative visitation of school facilities;
  - c. Consult with the superintendent. The superintendent may call for a meeting with site administrator and visitor if applicable and (b) or (d);
  - d. If necessary follow-up with Trespass Letter (template attached).
4. A visitor, with permission to visit, may be directed to leave when a teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal activity;
5. A visitor may also be directed to leave campus by a staff member administratively in charge of campus/building supervision if the visit would be disruptive to the educational program or school order; would impede the work of teachers/custodians through visitor's interruptions or unreasonable demands on teacher or custodial time; or if the visitor's course of conduct would conflict with Board policies, district or building regulations or would violate Oregon statute or federal law; (follow 3 above)
6. A directive to leave revokes any permission to visit or license to enter. Whenever possible, the directive should be given in writing or followed by written notice which identifies the issuer and provides a brief statement of the reason for the directive to leave. Written verification of a directive to leave should come from the site principal and a copy of the written notice should be forwarded to the superintendent; (see 3 above)

7. Anyone who insists on remaining on campus despite the administrator's request that they leave shall thereby be deemed to have created a hostile environment and shall be subject to citizen's arrest and a call shall be placed to law enforcement. Failure to leave and/or creating a disruption and/or creating a hostile environment will render the visitor liable for criminal trespass pursuant to Oregon Revised Statutes; (see 3 above)
8. Any visitor who believes that he/she has had a visit unfairly limited, may request a meeting in writing with the superintendent. The superintendent shall set a meeting date within a reasonable time (2-5 work days), investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board;
9. Any visitor who commits a violent act or threatens to commit a violent act toward a student or employee member on district grounds, at a school-sponsored event (includes away school sponsored events) or on the way to or from school, shall be reported immediately to the resident administrator who in turn shall notify the superintendent. The site administrator shall contact the student(s) involved as well as their parents in accordance with Board policy JFCM - Threats of Violence and shall contact the law enforcement after consultation with the superintendent. The principal shall complete the appropriate incident report(s); (see 3 above)
11. If child/relative is involved in a school function such as graduation or awards assembly the no-trespass person may petition the building administrator to come on campus for specific activity. If building administrator says no, then the no-trespass person may appeal to the superintendent. The superintendent decision is final;
12. If served a non-trespass the superintendent or designee will review for consideration to lift the non-trespass at the start of each semester.

**Fern Ridge School District**  
88834 Territorial Road  
Elmira, Oregon 97437

**NOTICE OF CRIMINAL TRESPASS**

Mr./Ms. \_\_\_\_\_ is hereby formally directed that you are not to be on  
\_\_\_\_\_ premises in the town of \_\_\_\_\_, Oregon.

Please note, THAT IF YOU FAIL TO LEAVE AS DIRECTED OR IF YOU RETURN WITHOUT PROPER AUTHORIZATION OR JUST CAUSE, YOU WILL BE SUBJECT TO PROSECUTION FOR CRIMINAL TRESPASS IN THE SECOND DEGREE, AS PROVIDED IN ORS 164.245.

The procedure at Fern Ridge School District is that violators of ORS 164.245 be prosecuted to the full extent of the law.

**ORS 164.245 CRIMINAL TRESPASS IN THE SECOND DEGREE:**

1. A person commits the crime of criminal trespass in the second degree if he/she enters or remains unlawfully in or upon the premises.
2. Criminal trespass in the second degree is a Class C misdemeanor.

**ORS 164.205 CRIMINAL TRESPASS, definition of:**

3. ENTER or REMAIN UNLAWFULLY MEANS:
  - a. To enter or remain in or upon premises when the premises, at the time of such entry or remaining, are not open to the public or when the entrant is not otherwise licensed or privileged to do so;
  - b. To fail to leave the premises that are open to the public after being lawfully directed to do so by the person in charge;
  - c. To enter premises that are open to the public after being lawfully directed not to enter the premises; or
  - d. to enter or remain in a motor vehicle when the entrant is not authorized to do so.
4. OPEN TO PUBLIC means premises which by their physical nature, function, custom, usage, notice of lack thereof or other circumstances at the time would cause a reasonable person to believe that no permission to enter or remain is required.
5. PERSON IN CHARGE means a person, his representative or his employee who has lawful control of premises by ownership, tenancy, official position-holder in charge by the Governor, Board, commission or governing body or any political subdivision of this state.
6. PREMISES include any building and any real property, whether privately or publicly owned.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time of Day

cc Lane County District Attorney's Office  
Lane County Sheriff's Office  
Superintendent, Fern Ridge School District  
Building Administrators  
Building Incident File