



## Superintendent's Circular

NUMBER:  
LGL-04  
Version 01

### SCHOOL VISITOR GUIDELINES

*This Circular will remain in effect unless rescinded or superseded by a subsequent version*

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. However, considering the challenges of COVID-19 and to comply with current CDC, DESE, and district guidelines, we are asking all members of our school communities to support our effort to **limit traffic in our buildings to only assigned students, BPS staff, BPS facilities contractors, and approved partners as described below** until further notice. **Please see Superintendent Circular SAF-12 School Access Control.**

All permitted visitors, including School Department personnel, are expected to report to the school main office before going elsewhere in the building. They will be required to sign in, noting their name, affiliation, and reason for the visit; and before leaving, to sign out of the building. Visitors will be required to park in certain designated spaces or at certain designated times in school parking lots. All visitors 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 will be required to telephone prior to visiting the building to inform the building administrator of their intent in visiting the building.
2. The visitor will be required to be accompanied by the building administrator or their designee to classrooms.
3. Advance scheduling of consultations with teachers or other providers will 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. No Trespass Notice shall issue, however, without the approval of the superintendent or designee, which may be sought through the operational leader, who will contact the Superintendent's Office. 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 and with the approval of the superintendent or designee, 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. Like the Trespass Warning, it 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 with approval of the superintendent or designee 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 or members 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 the Office of Legal Advisor, and 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:**

<b>Owner:</b>	Office of Legal Advisor Director
<b>Department:</b>	Office of Legal Advisor
<b>Mailing Address:</b>	2300 Washington Street, Roxbury, MA 02119
<b>Phone:</b>	617-635-9320
<b>Fax:</b>	617-635-9327
<b>Email:</b>	<a href="mailto:Operations-Department-Heads@bostonpublicschools.org">Operations-Department-Heads@bostonpublicschools.org</a>

Mary Skipper, Superintendent

**ATTACHMENT A**

**Re: TRESPASS WARNING PURSUANT TO G. L. c. 266 § 120**

**Warning notice of unacceptable conduct that incited a physical confrontation**

**Dear [Visitor name]:**

By this letter I am issuing a Trespass Warning pursuant to G. L. c. 266, § 120. As a result of [description of incident] on [date], it is necessary for [school name] to issue this warning to ensure the safety of students, school staff, and the immediate community. To foster and ensure effective teaching and learning, it is necessary to maintain an environment that is positive and free of disruption, so that the business of the school may be appropriately completed. It has been determined that your presence on [date] seriously disturbed the mental health of numerous students here at [school name]. Such conduct cannot be tolerated and does not reflect the type of behaviors we model for our students.

We ask that you make every effort to avoid coming in or around the area of [school name] at the arrival or dismissal of school. Any further incident[s] that disrupts the mental health of other students by inciting a physical confrontation during the remainder of this academic year may next result in the issuance of a formal Trespass Notice under G. L. c. 266, § 120. 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 community. Please contact the school at **[school phone number]** if you wish to discuss this warning notice or seek other assistance. You may also contact the Operational Leader at **[phone number]** to discuss the issuance of this Trespass Warning, including if you dispute the reasons for its issuance.

Thank you for your cooperation in this matter.

Sincerely,

**[Principal or other responsibility official name]**

**[Title and school]**

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

**ATTACHMENT B**

**Re: TRESPASS NOTICE PURSUANT TO G. L. c. 266, §120,**

**Requiring that you not enter or use the [school name] property**

Dear [Visitor name]:

As a result of **[description of the incident of unacceptable behavior that prompted a previous warning and the current notice]** at the **[school name]** on **[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 **[school name]**.

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 **[school name]**. If in the future you 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, the Department of Safety Services, Office of Legal Advisor, the [school name's] file, and will be sent to you by regular and certified mail. This trespass notice prohibits you, under penalty of law, from entering or using the [school name] 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 [contact telephone and email] if you wish to discuss this Trespass Notice or seek other assistance. You may also contact the operational leader [number of contact 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,

**[Principal or other responsibility official name]**

**[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 [school name] property**

Dear [Visitor name]:

As a result of [insert detailed description of the incident of unacceptable behavior] at the [school name] on [date of 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 to formally 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 **[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,

**[Principal or other responsibility official name]**

**[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**

1. Until further notice, parents/guardians and staff from

partner agencies [except for BPS facilities service contractors and approved partner agencies, as described above] will not be allowed in school buildings.

Parents/guardians are asked to drop off and pick up their students on the exterior of the school building in the area[s] designated by the school leader/staff.

2. ALL visitors MUST report to the school's main 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 main office.
3. 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 to the extent those events are held.
4. 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.
5. Visitors who want to meet with a teacher or administrator should contact the school via phone or email to schedule any discussion or virtual appointments that they would like to have.
6. Teachers or staff who are expecting a visitor should notify the office they are expecting a visitor and provide name and reason prior to the visitor's arrival. In some cases, a staff

member may escort the visitor to the meeting place.

7. If a student is sick/injured and needs to be picked up, school staff will contact the parent/guardian to make arrangements and escort the student to meet the authorized adult.
8. 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 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.
9. 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, schoolyard, or virtual learning environment.
10. 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.