



March 1, 2009

**ADMINISTRATIVE MEMORANDUM NUMBER NINETY-THREE**

**RESTRICTING ACCESS TO DISTRICT PROPERTY**

**I. PURPOSE**

At times it is necessary to restrict a person's access to district property. This memorandum provides guidelines to be followed when this becomes necessary.

**II. TEMPORARY OR SHORT-TERM RESTRICTIONS**

School or district officials may instruct individuals to leave school or district property for short periods (e.g. asking someone to leave an event, a short-term student/employee suspension).

**III. LONG-TERM RESTRICTIONS**

If a building administrator believes it advisable to restrict a person's access to the property permanently or for a long period, the administrator shall first discuss the concern with the administrator's supervisor. If the administrator and supervisor concur, the administrator shall contact the Granite School District Police Department for assistance.

**IV. GRANITE SCHOOL DISTRICT POLICE DEPARTMENT ACTION**

The Granite School District Police Department shall assist the building administrator in preparing the statutorily requisite notice to the person whose access is to be restricted, to include the duration of the restriction and the name and position of the person with authority to remove the restriction, and shall serve the notice upon that person. The Police Department shall also maintain a log of persons whose access has been restricted, the reasons and duration for the restriction, and the name or position of the person with authority to remove the restriction.

/s/

Dr. Stephen F. Ronnenkamp  
Superintendent