

Board Adopted: October 17, 1983  
Revised: June 27, 2005  
June 13, 2016 [Routine Review/MSBA Model Policy Modified]  
May 29, 2018 [Routine Review/MSBA Model Policy Modified]  
Policy Committee Review: August 28, 2024 [Revised]  
Board Information: September 23, 2024  
Board Approved: October 28, 2024  
  
Contact Person: Community Relations

## **POLICY 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **I. PURPOSE**

To ensure the safety and security of all students, staff and visitors by establishing clear procedures for visitor management in school buildings and other school property.

### **II. GENERAL STATEMENT OF POLICY**

- A. The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board also welcomes visitors to school buildings and school property provided the visits are consistent with the health, education and safety of students and employees, and are conducted within the procedures and requirements established by the District.
- B. The School Board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees, and free of activity that may be disruptive to the student learning process or employee working environment.
- C. Post-Secondary Enrollment Options Students
  - 1. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
  - 2. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access during regular school hours to a computer and other technology resources that student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

### **III. VISITOR LIMITATIONS**

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with District procedures and regulations, or if the visit is not in the best interest of students, employees or the District.

- B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Board Adopted: October 17, 1983  
Revised: June 27, 2005  
June 13, 2016 [Routine Review/MSBA Model Policy Modified]  
May 29, 2018 [Routine Review/MSBA Model Policy Modified]  
Policy Committee Review: August 28, 2024 [Revised]  
Board Information: September 23, 2024  
Board Approved: October 28, 2024  
  
Contact Person: Community Relations

## **REGULATION 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **A. BUILDING RULES AND REGULATIONS**

1. No person, other than an enrolled student of this school building, teacher, administrator, official, or employee in this school district, or an authorized agent of said District, shall be permitted to enter any classroom or circulate in this school building without first receiving permission from the office of the administrator in charge of this school building or the Office of the Superintendent of Schools. All visitors, including parents, caregivers, volunteers, contractors and vendors are required to enter through the main entrance and proceed to the front office or designated check-in area.
2. Visitors are required to sign-in to the visitor and volunteer management system using a valid government-issued photo ID or follow the "Sign-in" prompt. All visitors are subject to identity verification. The visitor management system will automatically screen visitors against databases, including predatory offender registries, non-custodial, orders for protection and trespass to identify potential risks. If a visitor is flagged by the system, school administration will be immediately notified, and the visitor may be denied entry, or specific safety protocols may be activated, including notifying law enforcement if necessary.
3. Upon verification, visitors will be issued a temporary Visitor or Identification Badge that must be worn at all times while on school premises. The badge will display the visitor's name, photo, date, and time of check-in and, if necessary, the visitor may be accompanied by a staff member while on school premises.
4. Visitors are expected to adhere to all school rules and conduct themselves in a respectful manner.
5. Upon completion of the visit, the visitor must return to the office to return their visitor badge and check out on the visitor and volunteer management system or with the front office personnel.
6. Such permission as described above shall be required during the period when the school is in session, including before- and after-school student programs, and shall be for the purpose of preventing interruption of normal educational functions.

Permission shall not be required for anyone who is present in the building outside of the period when school is in session for the following purposes only:

- a. Attending any meeting on the premises of any organization, which has been duly authorized by the school administration.
  - b. Attending any duly authorized athletic, recreational, or cultural event.
  - c. Giving a group presentation, demonstration, or presenter for a career/job fair, which has been duly authorized by the school administration.
7. District facilities, other than the schools, i.e. Transportation Center, Community Education Campus, and Stadium, are subject to rules and regulations appropriate for the programs conducted at those sites.

#### B. MAINTENANCE OF SAFETY

1. Anyone who disrupts school operations, damages school property, or is perceived to be a risk to students, employees, or the school may be asked to leave school property. A staff member should ask the individual or group that does not have permission to comply with the procedures and requirements, or leave the property, and that if the individual or group does not comply the staff member should contact administration enforcement.
2. The Administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or employees, or intent on committing an illegal act.
3. Communication between parents and other visitors to the school with students and school employees shall be appropriate and respectful. Conferences, phone calls and written communication will be held to that standard of respect and appropriateness. The consequences of such behavior may result in the termination of discussion, and the offender may be asked to leave school property.
4. Permission granted hereunder may be limited as to time or purpose and may be revoked by the administrator granting the same or by the Superintendent of Schools at any time if in his/her opinion such visit is no longer in harmony with the proper conduct of the schools.

VIOLATION OF THESE REGULATIONS IS PUNISHABLE BY IMPRISONMENT FOR NOT MORE THAN ONE YEAR OR A FINE OF NOT MORE THAN \$3,000.00 OR BOTH, PURSUANT TO MINNESOTA STATUTES SECTION 624.72.