

Policy 903 VISITORS TO SCHOOL BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school properties.

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 welcomes visits to school buildings and school property by parents and community members 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 MTCS.
- 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.

III. DEFINITIONS

A “visitor” is any person who enters a school property, except for: enrolled students (excluding post-secondary enrollment options students when they are not scheduled to be in MTCS classes), individuals who are assigned to work at the property, and individuals who are otherwise authorized by an administrator to enter the property.

IV. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with these established procedures.
- B. 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 the student needs to complete coursework for a post-secondary enrollment course.

V. VISITOR PROCEDURES

- A. Visitors must register at the identified reporting location in a building during the school day. The reporting location shall be posted at each entrance.

- B. Upon reporting to the office, all visitors must complete a form that requires them to do the following: print and sign their names, state the purpose of their visit, state the time of their arrival, and state the location of the building in which the visit will occur.
- C. Parents are generally not allowed to observe their children in the classroom or while they receive educational services during the regular school day due to student privacy concerns, student safety and wellness concerns, and the disruption it would likely cause to the educational program. Regular classroom attendance by a Parent, other than approved Volunteers who have gone through a criminal background check, is prohibited. Parents who wish to observe their children in the classroom during the regular school day must request permission for a visit in advance with the building principal, and such visits may only be granted in rare circumstances and at the sole discretion of MTCS.
- D. The building principal or his or her designee will follow this policy in determining whether or not permission will be granted for a visit to a school building.
- E. If permission for a visit is granted, the visitor will be given a visitor's identification badge. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in a school building.
- F. If a MTCS employee sees a visitor in a school building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
- G. Upon completing a visit, a visitor must return to the administrative office, return the visitor's identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.
- H. The registration procedures do not apply to members of the public who are in a limited part of the facility in order to attend an event that is open to the public, such as polling place activity, parent-teacher conferences, a school board meeting, or an athletic, arts or other academic event.

VI. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, 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 MTCS policies and regulations or if the visit is not in the best interest of students, employees, or the school.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations as specifically authorized by school officials. When unauthorized vehicles of visitors are parked

on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, 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.

Legal References: Minn. Stat. § 124E.07 (Board of Directors)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)