

Community Relations

Visitors to School District Buildings and Property

I. Purpose

This policy provides guidance to parents, the community and the general public regarding visitors to school district buildings and other district property.

II. General Statement of Policy

- A. The school district welcomes visits to district buildings and property by students' families and community members, provided the visits are consistent with the health, education and safety of students and employees, and are conducted within the district's procedures and requirements.
- B. The district prioritizes maintaining a safe school environment for students and employees that is free of activity that may be disruptive to the student learning process or employee working environment.

III. Definitions

- A. A "visitor" is any person who enters a district property who is not an employee, student, independent contractor providing services for the district, or district-approved volunteer.

IV. Visitor Procedures, During the School Day

- A. Visitors must register at the identified reporting location in a district building during the student's school day.
- B. Upon reporting to the building's administrative office, all visitors must complete the district's registration process, including completing any check out process at the end of the visit.
- C. Parents/guardians who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the classroom teacher or the building administrator. If a parent/guardian requests a visit with the students and custody of the child is an issue, the building administrator will abide by existing legal documents.
- 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 district building during school hours.

- F. If a district 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.
- H. At the discretion of the district or as required by law, registration procedures may 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 district event.
- I. Visitors are authorized to park vehicles on district property at specified times and locations or as otherwise authorized by administration (Appendix I). If the visitor has parked a vehicle on district building's property, that vehicle must be registered in accordance to building procedures. When vehicles of visitors are parked in violation of this policy or its appendix, administration may:
 - 1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off district property; or
 - 2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to a location off district property.

V. 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 established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to the same level of computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

VI. Expectations of Visitors, During and Outside the School Day

- A. All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with directives given by a district employee, including a directive to leave district property.

Visitors must not do any of the following during a visit:

- 1. Violate any law or district policy o;
- 2. Make any threat or engage in any threatening, hostile, or intimidating behavior;

3. Swear or use vulgar language;
4. Engage in rude conduct;
5. Engage in disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
6. Photograph, film, or otherwise record any students, employees, or volunteers of the district outside of an event that is open to the general public or at the direction of a school employee;
7. Enter onto district property while impaired from the use of alcohol or any other chemical; or,
8. Create or participate in creating a disruption to the learning or working environment. Examples of a disruptive behavior include but are not limited to: using a raised voice, shouting or yelling; talking with a teacher of a student while observing in a classroom; engaging in other conduct that interrupts a lesson while observing in a classroom or an organized district activity.

V. Visitor Limitations

- A. A person may be denied permission to enter district property or such permission may be revoked for any reason, including, but not limited to, noncompliance with district policies and school rules, or if the visit is not in the best interest of students, employees or the district.
- B. A person who enters district property without complying with this policy and building procedures and requirements may be guilty of criminal trespass and subject to criminal penalty. This person may be detained by a building administrator or designee pending the arrival of a police officer.

Legal References:

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross Reference:

Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches)
Policy 810 (Security of Students, Employees, Visitors, Buildings and Grounds)

Policy

Adopted: 7/19/10
Revised: 4/24/14
Revised: 5/21/18
Revised: 3/8/21

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 903

TRAFFIC AND PARKING REGULATIONS FOR MOTOR VEHICLES

1. Except as modified in this appendix, all relevant traffic and parking regulations of the City of Edina apply to motor vehicles on district property.
2. The maximum speed of motor vehicles on district property will be no more than 10 miles per hour or the speed designated by district signage.
3. Two-way traffic is permitted on all district property except where restricted by signs.
4. No person will operate a snowmobile, go-cart, trail motorbike or other recreational motor vehicle on district property without the prior written permission of administration.
5. Parking is prohibited on district property designated as a fire lane, loading zones, or as restricted by district signage. Unauthorized parking is also prohibited in handicapped parking areas. Parking is prohibited during school hours in areas adjacent to yellow curbs and as designated for bus loading.
6. All visitors must park in designated visitor parking during school operational hours. More specifically, parking in designated parking lots at the high school campus during school hours is limited to those students who have been issued a parking permit.
7. The district or school administration may order any motor vehicle parked on district property in violation of this policy to be towed and impounded. The cost of such towing and impoundment is the responsibility of the owner or operator of the motor vehicle.
8. All persons parking motor vehicles on district property do so at their own risk. The district is not liable in the event of loss of property or damage to vehicles incurred while parked on school district property or through the process of towing and impounding a motor vehicle.

Reviewed: 5/21/18

Reviewed: 3/8/21