

## 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 "visitor" is any person who enters school 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 school district building during the students' 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 their 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 district 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 property, that vehicle must be registered in accordance with 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. Students enrolled in Post-Secondary Enrollment Options (PSEO) courses will be given reasonable access to school computers, internet, and other technology resources during the regular school day, so they can complete their college coursework. Access will follow the district's 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 school district employee, including a directive to leave district property.
- B. Visitors who do any of the following during a visit may be subject to discipline and/or removal:
  - 1. Violate any law or district policy;
  - 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 except at an event that is open to the general public or at the direction of a district 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 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, or engaging in other conduct that interrupts a lesson while observing in a classroom or an organized district activity.

## VII. Visitor Limitations

- A. A person may be denied permission to enter school district property or such permission may be revoked for any reason, including, but not limited to, non-compliance 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 (Postsecondary Enrollment Options Act)

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 (Safety and Security of Students, Employees, Visitors, Buildings, and Grounds)

Policy

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07/19/10

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INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

revised: 05/21/18  
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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 school 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, electric-assisted bicycle, 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 in areas adjacent to yellow curbs at all times and in areas designated for bus loading during school hours.
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 district parking permit for a lot on high school property. Such permit must be clearly visible from outside the vehicle.
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 district property or through the process of towing and impounding a motor vehicle.

Appendix  
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