

Adopted: _____

MSBA/MASA Model Policy 901

Orig. 1995

Revised: _____

Rev. 2022

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 property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs. 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 the visits are conducted within the procedures and requirements established by the school.
- 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. RESPONSIBILITY

- A. The Executive Director shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and development of visitor procedures.

IV. DEFINITIONS

- A. "Visitor" means any person, including a parent of an enrolled student, who enters a school building during the regular school year, summer school, or extended school year, during scheduled school hours, except for the following: enrolled students who are in the building to attend school, to participate in a school-sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the school; employees who are assigned to work in the building; volunteers who have been assigned to be in the building at the time of the visit; and central administrators.
- B. "School building or site" means any Cannon Valley Special Education Cooperative facility where a program of education is offered.

V. VISITATION REQUIREMENTS

- A. Upon arrival, a visitor(s) must sign in at the Main Office. All visitors must provide a valid form of identification. The school may request additional information from visitors including, but not limited to, names, identification, purpose of their visit, time of arrival, and time of departure.
- B. Upon signing in at the Main Office, the visitor(s) must state the purpose of the visit. The school reserves the right to decline the visit if the visitor(s) does not state the purpose of the visit or the purpose of the visit does not comply with the school's procedures or regulations or if the visit is not in the best interest of students, employees, or the school.

- C. All visitors must wear a provided badge. The badge must be displayed for the duration of the visit. If an employee sees a visitor(s) in the school building without a visible badge, the employee must escort the visitor(s) to the Main Office and immediately notify the Executive Director of the presence of the visitor(s).
- D. Upon completion of the visit, the visitor(s) must sign out at the Main Office and return the badge. If in a group, each individual visitor in that group must sign in/sign out at the Main Office and wear a provided badge.
- E. The visitor(s) is not entitled to private educational data or other private data in compliance with the Minnesota Government Data Practices Act.

VI. VISITOR LIMITATIONS

- A. The school may limit the scope of a visitor(s)' visit at its discretion. Limitations in the scope of a visit include, but are not limited to, access to certain parts of the school building, access to certain students and employees, time of day of the visit, the length of visitation, and access to certain information or data. While the school encourages visitors to make specific requests about what/who they would like to see during their visit, the school retains the final decision on the scope of a visit.
- B. A visitor(s) may be denied permission to visit a school building or school property or such permission may be revoked if the visitor(s) does not comply with the school procedures and regulations or if the visit is not in the best interest of students, employees, or the school.
- C. During the visit, if a student or employee at the school has reason to believe the visitor(s) is not complying with the school's procedures and regulations or if the student or employee believes the visit is not in the best interest of students, employees, or the school, the school may revoke the visitation at its discretion.
- D. Visitors are authorized to park their vehicles on school property, in public parking lots, or as otherwise 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.
- E. A visitor(s) who enter school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty.

Legal References: Minn. Stat. § 123B.02 (General Powers of School Districts)
 Minn. Stat. § 124E.07 (Board of Directors)
 Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
 Minn. Stat. § 609.605, Subd. 4 (Trespass)
 Minn. Stat. § 13.32 (Educational Data)