

First Reading: **November 12, 2015**

Second Reading: December 10, 2015

Adopted: February 11, 1999; April 13, 2000; February 14, 2002

903 - VISITORS TO SCHOOL DISTRICT 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.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest and participation on the part of parents and community members in school programs, school-based volunteer opportunities, and student activities. The school board welcomes visits by parents and participation of community members during the school day provided the visits are consistent with and in furtherance of the school district's mission; the health, education, and safety of students; and are conducted within procedures established by the school 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.

III. RESPONSIBILITY

- A. It shall be the primary responsibility of the school district administration to recommend procedures to the school board and enforce such procedures that pertain to school visitors.
- B. It shall be the responsibility of the superintendent, or designee, to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

IV. PROCEDURES

- A. All school district procedures shall comply with Minnesota State law.
- B. A notice that all visitors should report to the main office immediately upon entering the building shall be posted on all entrances to school buildings.

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- C. All visitors must sign-in at the main office. Visitors must identify themselves, their company/organizational affiliation (if applicable), and purpose for their visit (e.g., visiting a son/daughter, attending a school activity, volunteering, or participating in a school event). All visitors to the building will receive a visitor's identification badge or nametag.
- D. Representatives from religious organizations who wish to meet with students for non-school related purposes may do so during the school day as noted under Minnesota Statutes §120A.22, subdivision 12, paragraph (3) or after the school day, as directed by Policy 701-Community Use of School Facilities.
- E. Representatives from organizations outside the school who wish to distribute written material to students or school staff must follow the procedures outlined in Policy 122-Distribution of Written Material on School Premises.

Legal References: Minn. Stat. § 123.33, Subd. 1 (school board powers)
Minn. Stat. § 123.35, Subd. 1 (school district powers)

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