



## VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES AND PARKING PRIVILEGES

POLICY:	903
ADOPTED:	02/12/07
REVISED:	01/24/22

### I. Purpose

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

### II. General Statement of Policy

- A. Inver Grove Heights Schools welcomes visits to district buildings and 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 the district.
- 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.
- C. A “visitor” is any person who enters a district property except for: enrolled students, and people who are assigned to work at the facility or are otherwise authorized by an administrator to enter the facility.

### III. Visitor Procedures

- A. Visitors must register at the identified reporting location in a building during the school day. The reporting location is posted at each entrance and in the school handbooks.
- B. Upon reporting to the administrative 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 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 principal.
- D. The building principal or designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A district office administrator will follow this policy in determining whether or

not permission will be granted for a visit to a district facility that is not a regular school building. School administrators have the discretion to deny a request to visit the school. The denial and rationale for it will be shared verbally with the person who requested the visit. Principals will notify the district administration whenever a visit request is denied.

- 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 facility building.
- 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.
- G. School districts may, at their discretion, request a criminal history background check (BCA) on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee (Minn.Stat. § 123B.03).
- H. Upon completing a visit, a visitor must return to the administrative office, return the visitor's identification badge, sign their name on the same form that was signed upon entering the building, and state the time of their departure.
- I. 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.
- J. Visitors are authorized to park vehicles on district property at specified times and locations or as otherwise authorized by administration (Appendix I). When vehicles of visitors are parked in violation of this policy or its appendices, 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.

#### **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 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.

**V. Communication Protocol**

- A. The district recognizes that under limited circumstances parents may occasionally need to communicate with their children during the school day. When this need arises, parents must follow one of the follow procedures:
  - 1. Parents may call the office and ask to speak to their child.
  - 2. Parents may enter the administrative office of a school building and ask the office staff to call their child to the office.
  - 3. School staff will take reasonable steps to bring the student to the office to receive the emergency message.
  - 4. Parents may not go to classrooms or other school locations unless they have permission from building administration.

**VI. Visitor Guidelines**

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

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

- 1. Violate any law or policy of the district;
- 2. Make any threat or engage in any threatening behavior;
- 3. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
- 4. Swear or use vulgar language;
- 5. Demonstrate hostility towards another person;

6. Engage in conduct that is objectively rude;
7. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
8. Confront or make physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;
9. Photograph, file, or otherwise record any students, employees, or volunteers of the district outside of an event that is open to the general public;
10. Enter onto school property while impaired from the use of alcohol or any other chemical;
11. 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 or 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; or,
12. Solicit, or offer for sale or rent, any goods or services to students or employees on school premises, unless they have prior written permission from the superintendent or designee.

## **VII. 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 school district.
- B. A person who enters school 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 a person designated by the building administrator in a reasonable manner, for a reasonable period of time, pending the arrival of a police officer.
- C. Reference the student handbooks for school-specific visitor limitations.

**Legal References:** Minn. Stat. § 123B.02 - General Powers of Independent School Districts  
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

**Cross References:** Policy 902 – Use of School District Facilities, Grounds and Equipment  
Guidelines for Administrative and Classroom Operation  
Policy 527 – Student Use and Parking of Motor Vehicles, Patrols,  
Inspections and Searches  
ISD 199 Student Handbooks

## **Appendix I to Policy 903**

### **TRAFFIC AND PARKING REGULATIONS FOR MOTOR VEHICLES**

1. Except as modified in this appendix, all traffic and parking regulations of the City of Inver Grove Heights apply to motor vehicles on district property.
2. The law enforcement officers of the City of Inver Grove Heights are authorized to enforce the traffic and parking regulations contained in this appendix.
3. 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.
4. No person will operate a snowmobile, go-cart, trail motorbike or other recreational motor vehicle on district property without the written permission of administration.
- 5.. Parking is prohibited at all times 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 should park in designated visitor parking during school operational hours.
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 school 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.