

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 district buildings and other school district property.

II. General Statement of Policy

- A. Edina Public 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. Please see Policy 810 – Security of Students, Employees, Visitors, Buildings and Grounds.

III. Definitions

- A. 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.

IV. 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 handbook.
- 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.

- 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. Upon completing a visit, a visitor must return to the administrative office, return the visitor's identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.
- H. 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.
- 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 school property, that vehicle must be registered. The registration form requires them to state the vehicle model and make and the location where it is parked. 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.

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. 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. While parents and students should limit use of cellphones during the school day, parents may choose to text students on an as-needed basis.

VII. 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; or,
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 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 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.

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

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Revised: 5/21/18

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 traffic and parking regulations of the City of Edina apply to motor vehicles on district property.
2. The law enforcement officers of the City of Edina 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. Two-way traffic is permitted on all district property except where restricted by signs.
5. No person will operate a snowmobile, go-cart, trail motorbike or other recreational motor vehicle on district property without the written permission of administration.
6. 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.
7. 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
8. 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.
9. 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.

Reviewed: 5/21/18