

INDEPENDENT SCHOOL DISTRICT 199  
Inver Grove Heights Community Schools  
2990 80<sup>th</sup> Street East  
Inver Grove Heights, Minnesota 55076

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

**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 and student activities. 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 are conducted within the procedures and requirements 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 or employee working environment.

**III. Responsibility**

- A. The school district administration shall present recommended visitor procedures and requirements to the school board for annual review and approval. The procedures should reflect input from school and community safety personnel, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

#### **IV. Visitor Limitations**

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Employees and visitors are authorized to park vehicles on school property at times and in locations specified in the approved parking procedures and requirements or as otherwise specifically authorized by school officials. The district may not be held liable for damage to personal vehicles parked on school grounds. When unauthorized vehicles 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 district 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 school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal 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. § 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  
Addendum 903 – Procedure for Visitors to School District Buildings  
and Sites

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**PROCEDURE FOR VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

**SECURITY BADGES**

**I. Purpose**

The purpose of this procedure is to authorize the mandatory use of security badges by all school district employees, volunteers, and specified building visitors in order to promote and enhance the security of students and staff.

**II. Procedure**

It shall be a required procedure of the school district that all full- and part-time employees, all substitute employees, and all volunteers and visitors to district buildings and facilities will display on their person a district-provided identification badge during working hours, while on duty, or when visiting district buildings and facilities.

All district facilities shall maintain a central point of entry and implement sign-in/sign-out procedures for all visitors during normal school hours. Building administrators shall be responsible for procedures relating to building entrance during non-school hours and shall communicate those procedures to Community Education for purposes of Facility Use/Rental.

**III. Implementation**

The superintendent of schools will develop and cause to be implemented rules and regulations governing administration of this procedure.