

Adopted: 8/31/99

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

To implement the Minneapolis Public Schools Visitor Policy.

II. VISITOR PROCEDURES

- A. All visitors to Minneapolis School District buildings and sites must register in the school building or designated site administration office and obtain a visitor's badge. Persons not having the appropriate badge will be escorted to the administration office or asked to leave the premises immediately.
- B. If possible, buildings should have a designated school greeter and welcoming area. Also, staff may escort or otherwise assist visitors in finding their destinations in the building.
- C. District personnel seeing any person in the school building or on the premises without a visitor's badge should direct that person to the building administration office. Persons unwilling to comply with the visitor's policy may be subject to arrest by the police.
- D. Visitors wishing to meet with teachers should attempt to do so during times that teachers are not with students. Also, teachers and administrators may ask people to schedule appointments with them in advance of a meeting.
- E. School and site administrators must consult with the Office of Safety and Security prior to adopting or enforcing more specific or restrictive rules governing visits to their schools.
- F. Doors of entry to all school district buildings and sites shall have the following signage conspicuously posted: "You are a guest of the Minneapolis Public Schools. For the safety of our students, please go directly to the School Administration Office in this building and obtain a Visitor Badge. If you do not comply, you may be subject to detainment and possible arrest for criminal trespass."
- G. The Student Services Department shall insure that the Minneapolis Public Schools Visitor Policy be distributed yearly to all students, parents, staff, and volunteers.