

Policy 903

Visitors to School District Building Sites



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
 BRAVELY LIVE THEIR TRUTH,
 TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
 AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Adoption:	October 28, 2024
Revision History	
Last Board Review: October 28, 2024	
Next Board Review: October 2027	
Review Frequency: Every 3 Years (per Policy 208)	

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 Heartland Lakes Community School (HLCS).
- 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. HLCS administration shall present recommended visitor procedures and requirements to the School Board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public.
- B. It shall be the responsibility of the School Director to provide coordination that may be needed throughout the process and provide for periodic school board review and approval of the procedures.

- C. All persons visiting the school within school hours must sign in at the front desk. All persons volunteering at SLC will be required to complete a background check at no cost to them. Caregivers are cordially invited and encouraged to attend school programs and visit with teachers and administrators.

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 HLCS procedures and regulations or if the visit is not in the best interest of students, employees or HLCS.
- B. Visitors are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors 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 of 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 Director or designee in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Note: The applicability and enforceability of this policy 903 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.