

NEW HEIGHTS SCHOOLS, INC.

POLICY 903

VISITORS TO SCHOOL BUILDING

POLICY MANAGEMENT

Adopted: 08/2018

Reviewed/ Revised: 11/20, 9/23*

Mandatory: Yes

Frequency: Every 3 years

Distribution: Website

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the board of directors on visitors to the school.

II. GENERAL STATEMENT OF POLICY

- A. The board of directors encourages interest on the part of parents and community members in school programs and student activities. The board of directors welcomes visits to the school building 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.
- B. The board of directors 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. 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 a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school principal and the board of directors shall develop visitor and post-secondary enrollment options and student procedures and requirements for

approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the board of directors, such procedures and requirements shall be an addendum to this policy.

- B. The principal shall be responsible for providing coordination that may be needed throughout the process and to provide for periodic board of directors review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, 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 procedures and regulations or if the visit is not in the best interest of students, employees or the school.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy 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 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, post-secondary enrollment options student, 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. § 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:

ADDENDUM:

PARKING/AUTOS (including trucks, vans, and motorcycles)

- There is no parking between signs in front of the school during posted hours.
- Parking spaces at NHS are limited to the north-side of Mulberry Street. Students may not park on the west-side (Everett St.) across the street from the front door of the school.
- The speed limit on school property is **5 miles per hour**. Violators may be ticketed.
- Students driving to & from school are required to use a high degree of safety and courtesy on school property and in the neighborhood surrounding the school.
- Anyone failing to follow the student-driver guidelines may be denied permission to drive or park on school property.

VISITORS POLICY

- All visitors need to check in with the main school office to sign in.
- New Heights School does not allow students who are not enrolled to “shadow” a New Heights student or attend school activities or visit during school lunch.
- Student visitors accompanied by a parent/legal guardian may tour the school when considering enrollment. They are asked to contact the administrator for an appointment.
- Parents of elementary-aged students (K-5) may schedule a partial day for their child to attend class. An appointment is required. Please contact the main school office to schedule an appointment with the administrator.

