



## **Appendix to Policy 903**

### **#903F - Procedures for Visitors to School District Buildings and Sites**

- All visitors must have a specific destination for their visit. District officials reserve the right to deny entrance to visitors with no specific purpose or destination for their visit.
  - The term “visitors” include all volunteers, parents/guardians, community members, etc.
- All visitors must enter through the secured entrance and be granted permission into the main office of each building, in cases where the entrances have been completed. Staff will use their electronic card to enter the secured entrances.
- All visitors entering beyond the main office must be prepared to show a drivers license or valid state issued ID for verification. During SY 2020-21, visitor management systems will be piloted and selected for the entire school district to implement in SY 2021-22.
- All visitors must sign in at the main office immediately upon arrival and sign out before exiting the buildings. Visitors may choose to drop off items in the main office and leave the building without having to sign in as a visitor.
- All visitors must wear a name tag or visitor’s badge while in the building. This will identify visitors to the students and staff members.
- If volunteering in buildings, an annual criminal history background check must be completed prior to volunteering each year.
  - Once volunteers have completed the background check process they are placed on an “approved volunteer list” within the school.
- Adult visitors are advised to use adult/staff restroom facilities.
- All visitors/staff/volunteers are expected to observe the policies and procedures in the school’s student handbook, a copy of which will be provided to the volunteer upon request.
- All visitors must follow procedures and expectations in accordance with board-approved and adopted district policies. (ex. Policies 431: Dress Code and Appearance, 413: Harassment and Violence)
- For the privacy of students and staff, cell phones, cameras and recording devices may not be used in or near classrooms unless being used for an approved school-related purpose.
- The use of alcoholic beverages, tobacco, marijuana or other controlled substances not prescribed by a doctor in any form on any school grounds is prohibited.
- Possession or carrying of knives, firearms or any other weapon is prohibited.
- Abusive language and/or conduct endangering the health and safety of students, staff and other volunteers are prohibited.
- All Brainerd Board of Education policies, administrative guidelines, school rules and Minnesota State High School League rules governing adult and student conduct apply to visitors in our buildings.