

Policy #: <b>903</b>
Title: <b>VISITORS TO MSA BUILDINGS AND SITES</b>
Date of Initial Approval: 12/08/2021
Revision/Re-authorization Dates:
Reviewers: MSA Instructional Leadership Team

**I. PURPOSE**

The purpose of this policy is to provide guidelines and clear expectations regarding visitors on the Minnesota State Academies (MSA) campuses, buildings, and other school property.

**II. GENERAL STATEMENT OF POLICY**

A. MSA encourages the involvement of parents and community members in school programs and student activities. MSA 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 MSA administration.

B. MSA 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 employees' work environment.

**III. RESPONSIBILITIES**

A. The MSA administration will develop procedures for visitors, including check-in requirements for individuals wishing to enter instructional and dorm buildings. Those procedures will include visitors on campus for events, both sponsored by MSA or by outside organizations. Communication, Language, and Accessibility (MSA Policy #121) will be incorporated into the procedures and emphasized with all visitors.

B. The MSA administration will also develop procedures for outside organizations/groups to request a tour of buildings, instructional spaces, and/or other school properties.

C. The superintendent shall be responsible for providing coordination that may be needed throughout the process.

**IV. VISITOR LIMITATIONS**

A. An individual or group may be denied permission to visit MSA buildings, campuses, and other school events or such permission may be revoked if the visitor(s) does not comply with MSA policies, procedures, and regulations or if the visit is not in the best interest of students, employees, or MSA.

- B. An individual or group who enters school property without complying with MSA visitor procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. MSA administrators may request police intervention in those situations.
- C. Individuals who require accommodations for their visit to MSA must send their request for accommodations to the campus or student life director at least 48 hours in advance of their visit.
- D. Classroom visits are permitted only if:
  - a. The visitor is not disruptive to the normal school or learning environment
  - b. The duration or frequency of the visit does not interfere with the delivery of instruction or disrupt the normal school environment
  - c. The requested visit is for a school official or parent/guardian and does not involve a third party observing a classroom occupied by students without express permission from all parents/guardians

**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:**

*MSA Policy #121 (Communication, Language, and Accessibility)*