



Independent School District 152



1313 30th Ave. S., Moorhead, MN 56560



Phone: 218-284-3300



www.isd152.org



Fax: 218-284-3333

Visitors to MAPS School Buildings and Sites

Administrative Procedure: 903.1

Section: School District - Community Relations

Date Adopted: 12/12/2016

Date Revised: 12/12/2016

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District Staff

- This category is for any member of the Moorhead Area Public Schools staff that is not scheduled to be at your building on a regular basis (staff there for meetings, presentations, special projects, etc.).
- Staff that work full-time or part-time (nurses, traveling, teachers, technology staffers, etc.) at your building do not need to sign in and out through LobbyGuard.
- District Maintenance and Technology personnel not assigned to your building will not check in via LobbyGuard. These staff members will continue to utilize their fobs to gain access and go about their tasks.
- The District Staff category does not print custom badges, as every staff member should have their personal issued ID.

Visitors

- This category is for parents or members of the community who are visiting a specific building.
- The Visitor category DOES print custom badges. Those badges should be placed in a plastic sleeve on the black lanyard before the visitor is allowed to access the rest of the building.
- If you do not have any identification, simply state your first and last name to the office secretary, who will cross-reference the district's student information

system.

Substitute Staff/Student Teachers

- This category is for anyone subbing or student teaching in your facility.
- The Substitute/Student Teacher category does not print custom badges, as we want to issue one of the position-appropriate badges to them upon their entry.
- Once the substitute/student teacher has been issued a badge, he/she may keep that badge as long as they continue to provide services at a specific building.

Contractors/Vendors

- This category is for anyone who provides contracted services to students/staff, provides supplies, and/or maintains equipment in a building.
- The Contractors/Vendors category does not print custom badges, as the Moorhead Area Public Schools wants to issue one of the position-appropriate badges to them upon entry.
- Once a contractor/vendor has been issued a badge, he/she may keep the badge as long as they continue to provide services for the district.
- If the vendor is accessing a building from a door other than the main entrance and is typically not wandering throughout the building, we are not asking them to adjust their practice and check in at the front office.

PLEASE NOTE: Everyone must check in every time they enter a school district building, even those who are issued a badge. This is not a “one-and-done” system.