

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Regulations 804 – Visitors

1.0 Procedures for visitors to schools shall be as follows:

- 1.1 All visitors to a school will register with the administrative office upon arrival and departure.
- 1.2 Visitors to schools will receive and must wear a highly visible visitor badge to signify their status and the fact that school administration has authorized their presence in the building.
- 1.3 Visitors who wish to meet with or observe teachers should schedule appointments in advance and register with the administrative office upon arrival.
- 1.4 If school district personnel or volunteers see a visitor in the school without a visitor badge, they will escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
- 1.5 Pursuant to this policy, an individual or group may be denied permission to visit a school or district property; or such permission may be revoked if the visitor does not comply with the school district procedures and regulations, or if the presence of the individual or group is not in the best interest of students, employees, or the school district.
- 1.6 Pursuant to Minnesota Statutes, Section 609.605, if an individual who enters school district property and does not comply with the policy and its requirements, the building administrator and other individual designated by the administrator will contact law enforcement.

2.0 Interaction Between Roseville Area Schools Staff and the Public

- 2.1 The School Board, the Superintendent, and the building administrators of the district have the authority to decline to give permission for or to withdraw permission for parents, citizens, alumni, or other members of the public to visit the schools and district property when appropriate. This action is deemed necessary to ensure the physical or emotional safety of the students and staff of the district or to prevent disruption of the district's educational programs. Permission to visit District schools or property may be withdrawn if the individual or group violates any School District policy.
- 2.2 Occasionally, a visitor may display unacceptable or disrespectful behavior. Examples of such behaviors include, but are not limited to the following:
 - 2.2.1. Inappropriately raised voices, shouting or yelling;

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- 2.2.2 Obscene or foul language;
 - 2.2.3 Persistent negative comments about a person's intelligence, judgment or professionalism;
 - 2.2.4 Threats or behaviors which reasonably can be expected to intimidate; and
 - 2.2.5 Unpermitted and unwelcomed touching of any nature, regardless of the degree of force used
- 2.3 In the event that a staff member is confronted in a face-to-face conversation with unacceptable or disrespectful behavior, or through telephone, voice mail, e-mail, facsimile transmissions, letters, notes, or other documentary forms of communication, the following steps should be taken:
- 2.3.1 The offending person should be informed orally and in as calm and professional manner as the circumstances allow, that their conduct is unacceptable and why this is the case. A copy of this policy may also be given or mailed to the person.
 - 2.3.2 The offending person should be told that if the behavior continues, the discussion will be terminated.
 - 2.3.3 The offending person should be informed that a memorandum of the incident will be prepared and provided to the staff person's supervisor. Staff members are encouraged to request the advice and assistance of a supervisor in responding to such a situation.
 - 2.3.4 The incident should be promptly reported to the staff person's supervisor.