

Mounds View Public Schools  
350 Highway 96 W  
Shoreview, MN 55126

## Regulation EG-4104

### SCHOOL/COMMUNITY RELATIONS

The following regulations support Policy #EG-4104. These regulations provide the procedures for maintaining productive and respectful relationships between School District staff and visitors to our school buildings and District offices.

Parents, citizens, alumni, and other adult visitors are welcome and encouraged to visit our schools. However, the School Board, the Superintendent and the building principals of the District reserve the right to decline or withdraw permission to visit the schools if such action is deemed necessary to ensure the physical or emotional safety of the students and staff, or to prevent disruption of the District's educational programs.

Individuals wishing to visit a District school must abide by the following rules:

1. Visitors must check in at the school office so that they may be directed to the teacher, student, or class they wish to see. They will be given a visitor's badge which must be worn so students and staff know that they have checked in to the school office.
2. Visitors wishing to observe a classroom in session should schedule their visit in advance with the building principal. At the discretion of the principals, visitors may be allowed to observe the class without advance notice.
3. Parents wishing a conference with a teacher or other staff member should not expect to disrupt a student's class but should telephone the school in advance to arrange an appointment.
4. In the event of an emergency requiring parent-student contact, parents may either call or go to the school office to:
  - a. Explain the circumstances of the emergency; and
  - b. Request that their student be called to the office to contact them.

While visits to the schools are encouraged, they are not an excuse for inappropriate behavior which disrupts the educational process or adversely interferes with staff members, other adults, or students. The following are some examples of behaviors which will not be tolerated by/from persons visiting the schools of the District:

1. Inappropriately raised voices, shouting or yelling toward a staff member or student.
2. Obscene or foul language.

3. Insults that call into question a person's intelligence, judgment, professionalism, or integrity.
4. Threats or the intimidation of violence or any behavior which reasonably can be expected to intimidate.
5. Unpermitted and unwelcome physical contact of any nature, regardless of the degree of force used.

Any visitor engaged in the behaviors listed above, or other disrespectful or disruptive behaviors will be asked to terminate their visit and leave the premises. If a visitor refuses to leave the premises, the School Resource Officer or other local law enforcement will be summoned to remove the visitor. In addition, the School District will establish appropriate parameters for future visits by the offending individual. These parameters may include: presence of a neutral third party or law enforcement, advance notice of time of visit, etc. The District reserves the right to press criminal charges stemming from a disruption in the school day by a visitor.

School District staff must work to distinguish and fulfill legitimate requests for information even if confronted with emotional or difficult behavior. However, staff is not expected to accept or tolerate abusive or disrespectful treatment.

January 30, 2001