

## VISITORS TO THE SCHOOLS

The Evansville Community School District Board of Education and the staff welcome members of the community and other interested persons to visit the schools. Visitors are welcome whether to conduct business or take an interest in our students and programs. Visits should be pre-arranged with the building principal.

1. Any adult visitor during the hours (7:20 a.m. – 4:00 p.m.)(e.g., volunteer, community member, parent/guardian, salesperson, visiting student) must register at the school's main office before going anywhere in the building and wear an ID badge or sticker.
2. A K-8 grade student visitor who is a guest of a student must be pre-approved by the building administrator or designee at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Student Visitors Request Form." The visiting student shall abide by all school policies and regulations.
3. A 9-12 grade student visitor, who is a guest of a student, is allowed to visit during lunch hours only. A student visitor must be pre-approved by the building administrator or designee at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Student Visitors Request Form." The visiting student shall abide by all school policies and regulations.

Principals or designee shall have complete authority to exclude from the school any visitor whom they have reason to believe poses a threat to safety or security or interferes with the educational process.

Legal Ref.: Sections 118.07(4) Wisconsin State Statutes (Health and Safety Requirements)  
120.12(1) (School Board Duties)  
120.13(35) (School Board Powers)  
120.44(2) (School Board Powers and Duties)  
121.02(1)(i) (School District Standards)  
301.475 (Sex Offenders to Notify Schools)

Local Ref.: Policy #830 – Use of School Facilities  
Policy #860 Form – Student Visitors Request Form