

VISITORS TO THE SCHOOLS

The Board of Education and the staff of the school district welcome members of the community and other interested persons to visit the schools. Visitors who have legitimate business to conduct at the school shall be welcome.

1. 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.
2. A visitor who is a guest of a student must be pre-approved by the building administrator at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Visitors Request Form". All of the student's teachers will be polled regarding their consent to the visitation. One objection to the visitation will result in disapproval of the request. The host student is responsible for the conduct of the guest who must abide by all school policies and regulations. No student will be allowed more than two visitors per school year.
3. Any visitor during school hours (8:00 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.
4. Visitors attending a school-sponsored function need not register.
5. Community members interested in using school facilities for a walking exercise program are welcome to do so during the hours designated at each building open to walkers. Hours are 6:00 a.m. to 7:00 a.m. and/or 4:00 p.m. to 9:00 p.m. unless otherwise posted. We ask that walkers sign in each time they walk and that they do not interrupt staff and students during their planning time or work. We reserve the right to conduct background checks on walkers and may request the information we need to complete background checks. Walkers will be asked to sign an agreement indicating they agree to the restrictions, and that walking privileges may be revoked at the discretion of the principal if procedures are not followed.
6. Principals or designee shall have complete authority to exclude from the school any visitor whom they have reason to believe is not making a positive contribution to the school environment.

Local Ref.: Policy #830 Form 4
Policy #830 – Use of School Facilities

Legal Ref.: 120.12(2) Wisconsin Statutes
120.13(35)