

SCHOOL VISITOR GUIDELINES

The School District of Colby believes that when citizens visit the schools the added adult presence compliments student supervision and helps support board efforts to continuously improve education in the district. The board believes that parents/guardians who have children attending district schools have a special responsibility to keep themselves informed about the day-to-day operations in the schools.

All school visitors are expected to abide by reasonable procedures that have been established to ensure that such visits do not disrupt the education environment or endanger the safety of students or staff.

Except for persons attending scheduled school programs, all persons who visit a district school, during the school day, shall report to the respective school office upon arrival, sign in, announce the nature and purpose of the visit and obtain a visitor pass before proceeding to their destination. This requirement applies between 7:45 am and 3:45 pm. After concluding the visit, school visitors are expected to report to the school office, record the time of their departure and discard their visitor pass.

A school visitor shall not be permitted to interrupt classroom instruction to speak with a staff member or his/her child unless the school principal grants permission because there is an emergency. The district has established the following classroom observation procedures:

- When a principal receives a request from a child's parent/guardian to visit the child's classroom while in session, the principal will consult the teacher and schedule the classroom visitation for a day and time within two weeks of the request.
- A parent/guardian who observes a classroom may not interrupt the class. Any parent/guardian who wants to ask questions of the teacher or to confer with the teacher, must make arrangements for a conference with the teacher by contacting the teacher at a later time for an appointment.
- To avoid interference with the education of students, the principal may limit the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for the visitors to remain in the classroom.

A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian. Pre-school children and students from other schools shall not be permitted to visit schools while classes are in session, unless special permission is granted in advance by the school principal.

Principals are expected to make an effort to ensure that parents/guardians of school students are aware of the school visitor policy and procedures by direct communication to homes, in the course of working with parent organizations and by discussion at other school meetings.

School principals are also responsible for enforcing the school visitor policy and monitoring the whereabouts of school visitors. The principal retains complete authority to exclude from the school premises any person(s) whom he/she has reason to believe may disrupt educational programs in the classroom or school, may disturb the teacher(s) or children on the premises or whom the principal believes are on the premises for the purpose of committing an illegal act.

PROCEDURE

School Visitors

1. A person who wishes to visit the school, or a pupil, teacher, or other personnel assigned to the school shall secure a visitor's pass from the BUILDING PRINCIPAL.
 - a. A School pupil visiting a school other than that at which s/he is registered shall secure a visitor's pass from the BUILDING PRINCIPAL.
2. Unauthorized visitations are prohibited.
 - a. The PRINCIPAL or her/his representative may request and require that unauthorized visitors leave the premises.
 - b. If necessary, the PRINCIPAL or her/his representative may request necessary assistance from the appropriate police department to remove unauthorized visitors.
3. Wis. Act 88 prohibits a registered sex offender from visiting school premises (any school building, grounds, recreation center, athletic field, or any other property used or operated for school administration) without notification to the Superintendent and/or designee.
 - a. EXCEPTIONS to notification:
 - Voters;** if that individuals polling place is a school facility.
 - Non School sponsored activities.**
 - Parents;** Notification is only required annually each school year, when a child is first enrolled or when the parent/guardian is first registered as a sex offender, whichever is first.