

SCHOOL DISTRICT OF WAUPACA

SERIES 800 SCHOOL COMMUNITY RELATIONS

CODE: 861-R1

SCHOOL VISITOR RULES

A. General Requirements for Visitors to Schools

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. All visitors shall report to the school office when either arriving or leaving the school premises. Notices shall be displayed prominently in each building indicating that all visitors are required to register with the school office and to obtain authorization from the building principal to remain on the school premises. All visitors shall be required to wear an appropriate form of identification when on school premises.
3. Visitors should obtain authorization from the principal in advance.
4. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks and while standardized testing or other student assessments are being conducted.
5. If conflicts occur because of the number of visitor requests or other circumstances, parents/guardians of currently enrolled students will generally be given preference.
6. All school visitors must comply at all times with Board policies, administrative rules and school regulations.

B. Exceptions to Visitors Requirements

Parents/guardians or School District of Waupaca citizens who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the requirements in Section A above.

C. Presence in Buildings or on Grounds During School Hours

1. In determining whether to permit the presence of a student who is under out-of-school suspension or expulsion or any person who is not a student presently enrolled to attend a district school or not a district employee in any school building or on school grounds during school hours, the building principal or his/her designee shall consider factors including, but not limited to, the following:
 - a. The purpose of the person requesting authorization for being upon school property.
 - b. The potential impact of the person's presence upon the educational function being carried out by the school during the times and at the places of the requested authorization.
 - c. The potential of the person's presence upon school premises to adversely affect the safety and welfare of district students and employees.
 - d. The potential of the person's presence upon the school premises to adversely affect the protection of the school building, grounds and equipment from damage or vandalism.

D. Visitors to Classrooms or Other Instructional Areas

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - a. Remaining in a designated place or seat.
 - b. Refraining from speaking to students while the class or activity is in session.
 - c. Refraining from entering or leaving the area while an activity is underway.
 - d. Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
 - e. Requiring that the visitor be chaperoned.
 - f. Limiting the duration of the visit to particular times or length of time.
 - g. Limiting the activities of the visitor to a particular purpose(s).
 - h. Refraining from tape recording, video recording or photographing during the visitation period.
 - i. Refrain from disclosing any information or observation regarding the non-target students in the observation settings.
 - j. Designating particular routes of travel in the building or upon the school grounds.
3. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

E. Student Visitors

1. All requirements for visitors apply to students with additional considerations to be applied at the discretion of the building principal. Under most circumstances, student visitors are discouraged. In any event, students must be age-appropriate for the building they wish to visit.
2. Student visitors from other school districts must have the written permission of both their own parent/guardian and the parent/guardian of the School District of Waupaca student they wish to accompany into a school.
3. No student who is under suspension, expulsion or other form of discipline from this or any other school district shall be permitted to visit a School District of Waupaca school. Such students must have obtained expressed prior approval of the principal before entering and are restricted to the school office for the duration of their presence in the building.

F. Special Situations

1. Both custodial/residential and non-custodial/non-residential parents of a School District of Waupaca student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial/non-residential parent seeks permission to visit, the school shall make a good faith effort to notify the custodial/residential parent in advance of the visit.

