

**Policy #: 860**

## **SCHOOL DISTRICT OF WEBSTER**

**Date Adopted: May 17, 2011**

**Date Revised: January 15, 2024**

**Policy Title: Visitors to the School During the School Day**

Many individuals may want to enter school buildings during the school day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day. Other exceptions may also be authorized by the District Administrator.

For purposes of this policy and its implementing procedures, any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the Webster School District, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the District Administrator or any building principal or his/her designee has the discretionary authority to exclude from the school premises any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

### Board Member Visits

Board members are encouraged to visit the schools. Individual Board members are required to arrange visits to the schools in advance by contacting the District Administrator, except in situations where (1) the Board has specifically approved or directed the visit; or (2) the Board member is visiting a school in his/her capacity as a parent of a student in the school, in which case the request will be treated in the same manner as other parent requests. Visits by Board members shall be regarded as informal expressions of interest in the schools visited and not as inspections or visits for supervisory purposes. If an individual Board member and the

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administration are unable to address a request for a school visit to their mutual satisfaction, the individual Board member may ask the Board to evaluate his/her request.

Classroom Visits Protocol: The decision to allow classroom visits rests with the Principal and teachers, aiming to minimize disruptions. If approved, the following criteria apply to parents/guardians of enrolled students requesting a visit. These guidelines are in place to ensure minimal disturbance and a successful experience for all.

1. Approved visitors must submit their request with advanced notice.
2. Approved visitors are required to clearly state the objectives of their visit.
3. The principal may limit the length of the observation to one class period or one subject.
4. No visitor shall be allowed to photograph, videotape, or record any person or any part of any building or to tape record any conversation of any kind without prior approval of the District Administrator and permission by the parent/guardian and the student.
5. Webster School District seeks to prevent disruptions to district operations or the instructional process. All persons, including but not limited to parents/guardians, visitors, and members of the general public, are prohibited from behavior that is offensive or disruptive to the educational setting.

All volunteers and guests who spend time in the classroom must fill out the District Confidentiality form and agreement.

### Cross Reference:

#### Legal Reference: Wisconsin Statutes

[Section 118.07\(4\)](#) [school safety plans]

[Section 120.12\(1\)](#) [school board duty; care, control and management of school district property]

[Section 120.13\(35\)](#) [school board power; authority to set rules governing individuals' presence in school buildings]

[Section 120.44\(2\)](#) [school board powers and duties; unified school districts – *include this reference only if classified as a unified school district*]

[Section 121.02\(1\)\(i\)](#) [school district standard; provide safe and healthful facilities]

[Section 301.475](#) [sex offender's presence on school premises; school administrator notification required]