

**SCHOOL VISITORS**

The School Board recognizes that school buildings are public buildings and that a variety of persons may want to enter school buildings for a variety of reasons. At the same time, the Board recognizes that it 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. For these reasons, only the following individuals will be authorized to be present in a school building:

- District employees and School Board members when performing school district-related responsibilities;
- students who are enrolled in the school when participating in school-related activities;
- parents/guardians of students enrolled in the school when observing or participating in activities related to their child's educational program or when requested by school officials;
- individuals specifically authorized by Board policy to be in the school building;
- individuals attending or participating in events or activities open to the public; and
- other individuals with permission of the building principal or District Administrator.

The building principal shall be responsible for determining whether an individual is permitted to enter and remain in the building. Such authorization is in effect as long as the individuals are in the building for the reasons specified and their conduct is in line with appropriate behavior standards. The building principal also has the authority to exclude from the school premises any person who violates laws, Board policies or District rules. Any person shall also be excluded who disrupts or appears likely to disrupt the educational program, a staff member or a student. Any such individual shall be directed to leave the school premises immediately and law enforcement officials shall be called if necessary.

Administrative rules shall be established to provide school staff members with guidance in dealing with school visitors in an appropriate and consistent manner.

Special Requirements Related to Registered Sex Offenders Visiting the Schools

State law specifically prohibits any registered sex offender from being on public school premises unless they have notified the building principal of the date, time and place of the visit and of their status as a registered sex offender, or they fall under one of the exceptions to providing such notification outlined in state law. "School premises" include any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. 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.

The following are exceptions, outlined in state law, to providing such notification:

- a. A registered sex offender who is the parent of a child enrolled at the school is not subject to the above special school notification requirement if the person notifies the building principal at the beginning of each academic school year that he/she is a registered sex offender and that

he/she has a child enrolled at the school. If the child is not enrolled at the beginning of the school year, this notification must be made when the child is first enrolled. If the person is not subject to the registered sex offender reporting requirements at the beginning of the school year or when the child first enrolled, this notification must be made when the person first becomes subject to the sex offender reporting requirements.

- b. A registered sex offender who is a student enrolled at the school is not subject to the above special school notification requirement if the department, agency or person supervising the student under a dispositional order has worked with school officials to help ensure the safety of the students attending the school with the student.
- c. A registered sex offender who is on the school premises to attend an event or activity that is not sponsored by the school is not subject to the above special school notification requirement.

In addition to providing the special school notifications outlined above, registered sex offenders visiting the schools must abide by the other requirements outlined in Board policy and this rule, as applicable, similar to other visitors to the schools during the school day. Further, an individual's status as a registered sex offender may preclude the person from being granted permission to be present on school premises (e.g., as a school volunteer).

LEGAL REF.:       Sections       120.12(1) Wisconsin Statutes  
  120.13(1) and (35)  
  121.02(1)(i)  
  947.01

CROSS REF.:       860-Rule, School Visitor Procedures  
                          720, School Safety Program  
                          830, Use of School Facilities  
                          831, Tobacco Use on School Premises  
                          832, Weapons on School Premises  
                          School Safety Plans

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