**WALWORTH POLICY 860**

**VISITORS TO SCHOOL**

The Board of Education and staff of the Walworth School District welcome parents, members of the community, and other interested persons to visit school.

The presence of parents, school board members, and other citizens in the classroom or school during a special activity may enhance the educational process. On the other hand, the presence of those and other persons at other times may be disruptive and jeopardize safety. The Walworth School Board seeks to balance the desires of persons wanting to visit the school other than during a special activity with their responsibility to provide an environment which is conducive to learning and to protect the safety and welfare of students and staff. The following guidelines are aimed at striking a balance which is in the best interest of all:

1. Visitors Must Sign Logbook When They Arrive and When They Leave.

Only persons who have received authorization from the District Administrator or his/her designee may visit classes or other areas of the school. The school board directs the District Administrator to consider such factors as: the purpose for the visit, the impact the visitor’s presence may have on the school’s instructional program, and the potential of the visitor’s presence to adversely affect the safety and welfare of the students and staff. Upon authorizing a visit, the District Administrator may, for example, designate particular routes of travel, limit when and for how long the person may visit, require the visitor be silent except while transacting authorize business, limit the visitor’s activities, and require the visitor be chaperoned by a district employee.

2. Visitors Must Wear a Visitor’s Badge During the Visit.

Visitors must display the Visitor’s Badge so that it is in clear sight. Visitors must also remain in those areas of the school which he/she noted in the Visitor’s Log.

3. Visitors Are Not Allowed to Visit Classes When Students Are Involved in Special

Activities, Such As Standardized Tests.

Generally, visitors may not visit classes when students are involved in activities when the presence of others may be disruptive.

4. Visitors May Be Removed From School Premises.

The District Administrator may remove persons disturbing the school’s educational programs or who are on school premises for the purposes of committing an illegal act. The District Administrator may also remove persons who are disturbing teachers or students on school premises. Anyone failing to receive authorization, sign the logbook, or wear a visitor’s badge, will be considered an unauthorized person and may be removed. If necessary, the District Administrator may contact local law enforcement authorities to ensure a safe and prompt removal process.

5. Student Visitors

Student visitors are limited to persons of similar age, and must be approved by the building principal. Student visitors must follow the above guidelines.

6. Registered Sex Offenders.

The District is mindful of taking appropriate precautionary measures in situations where the District has been notified that a registered sex offender (“Registrant”) wishes to visit the school or school premises.

With limited exceptions, State law specifically prohibits any registered sex offender from being on any school premises associated with a public school unless they have notified the District Administrator or designee of the specific date, time, and place of the visit and of their status as a registered sex offender.

It is the sex offender’s responsibility to provide this required notification every time they are planning to come on school premises, except under the circumstances described in paragraphs (1)(a) through (d) below. “School premises” includes any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. Once this school notification has been made, the building principal may deny the visit or take such additional precautions as may be necessary to help ensure the safety of students, staff and others that may be present on school premises at the time of the visit.

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.

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.

A registered sex offender who is on the school premises to vote is not subject to the above special school notification requirement if an election is being held that day and the person’s polling place is on the school premises.

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. 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).

7. Visitors Use of Photography, Video or Sound Recordings

Visitors’ use of photography, video or sound recordings of students is strictly

prohibited, unless otherwise authorized by the Administration.

Visitors who are Parents or Guardians of a student may photograph, video, or sound recording their own child ONLY with authorization by the Administration.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTED:** May 16, 1994

**POLICY REVISED:** June 27, 1994

October 24, 2016