

**School Visitors
Board of Education
Wrightstown Community School District**

The Wrightstown Community School District welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. 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.

The District Administrator has the authority to establish conditions for entering or remaining in a District building prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

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. The administrative assistant in the main/front office will scan a government issued ID or type in the visitor's name, if an ID is not available, and the visitor will be issued a badge.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report to the main office.

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator or designee of the specific date, time, and place of the person's visit to any school facility and must notify the Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled in the District.

Board members are encouraged to visit the schools. Individual board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Principal. In keeping with Board bylaws, such Board

School Visitors
Board of Education
Wrightstown Community School District

member visits shall not be considered to be official. The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

Legal References: 120.13(35), Wis. Stat, 301.475 (3)(c) Wis. Stat

Adopted: 8/18/2021

Reviewed:

Revised: