

VISITORS TO THE SCHOOLS

The Board of Education welcomes and encourages visits to school premises by parents, other adults, residents of the community, and interested educators. In order for the educational programs to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons on school premises, it is necessary to establish visitor guidelines.

- I. Many individuals may want to enter school premises during school sponsored activities and 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 on school premises, and to make sure the educational process is not disrupted.
- II. The Superintendent or the principal has the authority to prohibit the entry of any person on school premises of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or create a disturbance, the principal is authorized to request assistance from the local police department.
- III. 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 Superintendent.
- IV. 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 Port Washington-Saukville School District, interested citizens, etc.
- V. 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.

VI. In addition:

- A. A registered sex offender who is the parent/guardian of a child enrolled at the school is only required to notify the Superintendent or designee at the beginning of each school year, when the child is first enrolled in the school, or when the parent/guardian is first registered as a sex offender.
- B. A registered sex offender who is on school premises to vote is not required to provide notice if an election is being held that day and the person's polling place is on the school premises.
- C. A registered sex offender who is on school premises to attend a non school sponsored activity is not required to provide notice.
- D. A registered sex offender who is a student enrolled at the school is not required to notify the Superintendent or designee before each visit, so long as the county department, child welfare agency, or other person supervising the student agrees to work with the Principal to ensure the safety of the other students.

VII. Regardless of the time of day, the Superintendent 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.

VIII. Board Member Visits

Board members are encouraged to visit the schools. Individual Board members are requested to arrange visits to the schools in advance by contacting the Principal, except in situations where the Board member is visiting a school in his/her capacity as a parent/grandparent 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

Legal reference:

Sections 118.07(4), 120.12(1), 120.13(35), 120.44(2), 121.02(1)(i), 301.475, Wis. Stats.

Cross reference:

Administrative Guideline 9150 – School Visitors

Board Policy 9130 – Public Complaints

School Safety Plan

Adopted: 6/18/01

Revised: 2/11/08; 4/07/14; 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us