

# VISITORS TO THE SCHOOLS PROCEDURES

Waukegan Community School District

860-Rule

Page 1 of 4

~~(This sample rule (1) outlines requirements for school visitors when entering a school building during the school day and general expectations of visitors while they are in a school building; (2) outlines special school notification requirements for registered sex offenders; and (3) provides guidance to building principals when making decisions regarding visitor access to certain rooms and areas within the school. This sample rule is intended to coordinate with 860 Sample Policy 1.)~~

## A. General Requirements for Visitors to School during the School Day

1. Persons wishing to visit the schools are strongly encouraged to make advance arrangements for their proposed visit with the appropriate teacher and/or building principal so that the request can be sufficiently evaluated and so that arrangements to facilitate an approved visit can be made.
2. All visitors shall report to the school office when either arriving or leaving the school during the school day. Notices shall be displayed prominently in each building indicating that all visitors are required to register with the school office and to obtain authorization from the building principal or his/her designee to remain in the school. All approved visitors shall be given a visitor's pass and will be expected to have it prominently displayed while in the school or on school premises. The standard procedures for visitor reporting and/or registration during the school day may be modified or suspended in the following circumstances:
  - (a) In connection with a school performance, assembly, or similar event that is open to members of the public where signage or other communications from the school indicate that the building principal has permitted an exception for the event. Visitors attending an exempted event shall confine their visit to times and locations within the building that are appropriate for the event.
  - (b) ~~Except as otherwise directed by the building principal, the parent, guardian, or other responsible adult who is bringing a student to school in insert relevant grade levels e.g. "kindergarten through grade 4"~~ may accompany his/her child to the student's locker area or classroom entryway prior to the scheduled start of the instructional day for students, provided that the accompanying adult immediately leaves the building prior to the scheduled start of school.
  - ~~(c) The principal may excuse trades people who make regular visits to the school building from the obligation of registering with the school office.<sup>1</sup>~~
  - ~~(e)(g) Insert any other known exceptions applicable within your district. If a school district has no applicable exceptions that it can identify, delete the last sentence of subsection 2 of this sample rule, as well as paragraphs 2(a) to 2(c).~~
3. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted.

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<sup>1</sup> This is from current 860 rule paragraph 1.

# VISITORS TO THE SCHOOLS PROCEDURES

860-Rule

Waukegan Community School District

Page 2 of 4

4. When determining whether a visitor's self-initiated request to visit a school or a class is excessive, intrusive, or otherwise disruptive to school operations, the building principal may consider the number of visits that have been made by any single person, the total number of visitors who may be present at any one time, and the aggregate number of visits occurring in close proximity (e.g., during the same week).

4.

5. If conflicts occur because of the number of visitor requests or other circumstances, parents and guardians of currently enrolled students will generally be given preference.

6. All school visitors must comply at all times with School Board policies and school rules.

7. Any visitor with a disability, or a person assisting a visitor with a disability, who may need the District to provide an accommodation in connection with a visit to a school should address his/her situation in advance with the building principal.

## B. Special Requirements Related to Registered Sex Offenders Visiting the Schools

1. State law specifically prohibits any registered sex offender from being on any school premises associated with a public school unless they have notified the ~~identify the appropriate position – e.g., District Administrator or designee; building principal 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" include 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 ~~designated school official(s)~~ may 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.

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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 ~~staff position designated above~~ 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.

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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 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.

# VISITORS TO THE SCHOOLS PROCEDURES

Waunakee Community School District

860-Rule

Page 3 of 4

d. 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.

2. 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).

## C. Visitors to Classrooms or Other Instructional Areas

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the building principal.
2. Visitors in areas where students are present shall not take any pictures or make or transmit any recording unless the visitor has received advance permission from the teacher or building principal.
3. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions, which may vary by the classification of the visitor (e.g., parent, non-parent, etc.), may be imposed upon visitors, including but not limited to:
  - (a) remaining in a designated place or seat.
  - (b) refraining from speaking to students while the class or activity is in session.
  - (c) refraining from entering or leaving the area while an activity is underway.
  - (d) requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
  - (e) requiring that the visitor be chaperoned.
  - (f) limiting the duration of the visit to particular times or length of time.
  - (g) limiting the activities of the visitor to a particular purpose(s).
  - (h) designating particular routes of travel in the building or upon the school grounds.
4. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements as far in advance as practical. As the period of time between the request and the proposed conference or other meeting gets shorter, it becomes increasingly less likely that staff members will be able to accommodate the request.

# VISITORS TO THE SCHOOLS PROCEDURES

Waunakee Community School District

860-Rule

Page 4 of 4

## D. Student Visitors

All requirements for visitors apply to students who are not enrolled in the \_\_\_\_\_  
Waunakee Community School District or attending individual courses in schools in the District,  
with additional considerations  
to be applied at the discretion of the building principal. Under most circumstances, student  
visitors are discouraged.

### Cross References:

WASB PRG 860 Sample Rule 1

**Adoption Date:** 2/14/83

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**Revised:** 5/11/92  
March 1994

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