

SCHOOL VISITOR PROCEDURES

A. General Requirements for School Visitors

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. Visitors shall be required to enter through the main entrance of the building. All other doors shall remain locked at all times during the school day.
3. Surveillance cameras and/or site line visuals allow office personnel to see the visitor(s) as they enter the building.
4. In the elementary building, signs shall be posted that instruct visitors to push a button to alert the office of their presence. Surveillance cameras and window allow office personnel to see the visitor(s) prior to remotely releasing the door lock and instructing the visitor(s) to proceed to the school office to register.
5. When visitors are permitted to enter the building, they shall report to the school office when arriving at and leaving the school premises. Notices shall be displayed prominently in each building indicating that all visitors are required to register with the school office.
6. All visitors shall be requested to sign in at the office, state the purpose of the visit, and obtain a visitor badge. Visitors must wear a visitor badge when on school premises. Prior to leaving school premises, visitors shall return to the office and sign out so that office personnel are aware they have left the building.
7. Whenever possible, visitors should obtain authorizations from the principal in advance. At the discretion of the principal, such prior authorization may be required.
8. 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.
9. School visitors must comply at all times with Board policies, administrative rules, school regulations and state/federal laws.
10. All staff members are expected to assist in the monitoring of visitors. If a visitor is not wearing the required identification, staff members should offer to assist the visitor, direct the visitor to the school office to register, and, if deemed necessary, accompany the visitor to the office.

B. Exceptions to Visitor Requirements

Parents/guardians or District residents who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the requirements in Section A above.

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 staff member in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are vulnerable to disruption, visitors may

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be requested to comply with specific conditions, including but not limited to, the following:

- Remain in a designated place or seat.
 - Refrain from speaking to students while the class or activity is in session.
 - Not entering or leaving the area while an activity is underway.
 - Limit the visit to particular times or length of time.
 - Limit the activities to a particular purpose.
 - Follow particular routes of travel in the building or upon the school grounds.
3. Visitors requesting an individual conference with teachers or administrators during the course of the school day required to make arrangements in advance.

D. Student Visitors

1. Under most circumstances, student visitors are discouraged.
2. Prior permission must be obtained from building administration at least 24 hours in advance of the visit.
3. When such visits are permitted, all requirements for visitors apply to students with additional considerations applied at the discretion of the building principal. Student visitors must be age-appropriate for the building they request to visit. The duration of student visits shall be limited to 1 or 2 days.
4. Student visitors from other school districts must have the written permission of both their parents/guardians and the parents/guardians of the District students they intend to accompany into a school.
5. Students who are under suspension, expulsion or other form of discipline from the District or any other school district shall not be permitted to visit a District school. Such students must have obtained expressed prior approval of the principal before entering the building and are restricted to the school office for the duration of their presence in the building.

E. 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 building principal 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 building principal 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.
 - 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 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.

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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.
 - 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).

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