

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

**VISITORS TO THE SCHOOL**

The Board of Education and the staff of the School District of Wauzeke-Steuben welcome members of the community and other interested persons to visit the school.

To ensure minimum interruption of the instructional program, visits during school hours must be arranged in advance with the teacher and Principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

The District recognizes the importance of providing a safe environment for all District students and staff. No person shall enter or remain in a District building or on District grounds unless s/he is a student, a student's parent/guardian, a District employee, or have educationally relevant business to conduct. Unauthorized persons are prohibited from loitering in District buildings.

To promote a safe environment, the District requires that all visitors check in at the main office during the school day and obtain a visitor's badge. When visitors leave the building during the school day, they must return the badge to the main office. While on District grounds, visitors are not authorized to visit other areas of the District grounds unless approved by the Principal or designee.

The District Administrator or Principal shall determine hours in which visitors must check into the main office. ("Normal" hours for following visitor check-ins are 8:00 a.m. to 3:00 p.m.) The District Administrator or Principal has the authority to prohibit the entry of any individual to a school of this District.

In the case of a situation where the District is provided with written notice of the existence of a Court Order via which one parent is awarded sole legal custody of a student, the noncustodial parent shall, for purposes of this policy, not have the rights and/or privileges of a parent under this policy.

**Legal References:** Wis. Stats. §§ Section Sections 120.12(1), 120.13(35) and 121.02(1)(i);  
PI 8.01(2)(i) Wisconsin Administrative Code

**Cross References:** Policy 720 School Safety Plans

**Adoption Date:** 8/18/2014

**Date Revised:**

**Date Reviewed:**