

## **PROCEDURE FOR VISITORS IN THE SCHOOLS**

### BARABOO SCHOOL DISTRICT POLICY

#### **860-RULE**

##### **Visitor Guidelines:**

1. All visitors must report to the building office directly upon entering school property to register and secure permission to conduct a visitation and receive a visitor's pass. Visitors must be escorted during the instructional day.
2. If the visitation is for a parent/guardian or teacher-initiated parental conference concerning the parent's/guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting for this purpose shall register at the office of the principal prior to proceeding to the conference site.
3. Any visitors that are registered sex offenders must submit their request to visit the school in writing to the District Administrator or designee a minimum of three (3) days prior to the visit, unless extenuating circumstances exist. The written request should specify the reason for the visit. The District Administrator or designee reserves the right to use discretion in addressing the visits and will notify the registered sex offender of the decision. If granted, the registered sex offender must be accompanied at all times by another adult designated by the school district.
4. All visitors are expected to have scheduled appointments. Appointments may be scheduled, before or after school, or at a mutually convenient time. Exceptions may be made in the case of emergencies. Parent-Teacher Organization meetings and building-wide programs with open invitations from building administration are considered scheduled appointments, as are scheduled volunteer opportunities in classrooms.
5. Unscheduled visits or conferences with teachers or students during the school day result in interruption of the overall educational process and are generally discouraged except in an emergency or unusual circumstances. Visitors may not interrupt a teacher who is teaching a class, supervising students, or on his/her planning time or lunch time.
6. No visitor may confer with a student in school, other than a student of whom he/she is the parent/guardian, except as otherwise permitted by law, without prior permission of the building principal.
7. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval of the District Administrator and permission by the parent/guardian and the student.
8. The classroom teacher of a student requesting that a parent/guardian be allowed to observe a class for a specific period shall obtain prior written approval from the building principal.
9. Teachers shall not discuss individual students or the performance of those students with any nonschool persons except the student's parent/guardian, unless written permission is granted by the parent(s)/guardian(s) or the parent/guardian is in attendance. Exceptions to this policy may apply in connection to cooperation

with law enforcement officials and probation officers or as required by law for student assistance purposes.

10. Staff members shall be expected to require that a visitor has duly registered at the school office and received authorization to be present for the purpose of conducting business. Any unauthorized visitors present in the building shall immediately be reported to the school office and the staff aware of the same shall take appropriate action to protect the staff and students based upon the circumstances as known to them at the time.
11. Should an emergency require that a student be called to the school office to meet a visitor, other than a parent/guardian, the principal or his/her designee shall be present during the meeting.

### **Classroom Observations:**

Classroom observations are limited to the parents/guardians of enrolled students. Observations may be approved by the building principal and advanced written notice is provided to the classroom teacher of the scheduled observation when the following have occurred:

1. Written request to visit has been submitted to the principal at least two (2) days prior to the visit and is subsequently approved by the principal. This provision may be waived at the discretion of the principal, if circumstances dictate.
2. The principal has notified the parent/guardian of the appropriateness of the visit during the requested time frame.
3. Classroom observation will be limited to no more than two (2) parents/guardians of any one (1) student at a given time.
4. A building principal may deny visitation privileges to any parent/guardian who had previously disrupted class activities or cannot justify a useful purpose of repeated classroom observations.
5. A parent who is a registered sex offender may observe in the classroom of their child in accordance with the above procedures, but only if accompanied at times by another adult designated by the school district.

### **Exceptions:**

1. When there are scheduled classroom visits during American Education Week or other specifically designated programs, individual written requests will not be required.
2. Interested educators/board members may observe classrooms with one (1) day prior notification, stated purpose and approval by the building principal, and advanced written notice is provided to the classroom teacher of the scheduled observation.
3. Out-of-district professionals must submit a request in writing to the building principal at least one (1) day prior to the observation. This request shall include the purpose of the observation. In the event of approval of the request, advance written notice shall be provided to the classroom teacher of the scheduled observation.
4. Agency personnel implementing a mental health or related student service plan in the school setting must have parental permission and a schedule approved by the

- building principal. In the event of approval of the request, advance written notice shall be provided to the classroom teacher of the scheduled observation.
5. It is the policy of the School District of Baraboo to prevent disruptions to district operations or the instructional process. All persons, including but not limited to parents/guardians, visitors, and members of the general public, are prohibited from behavior that is offensive or disruptive to the educational setting.

All persons are therefore informed that violation of this policy may result in removal from district property by appropriate district authorities and the prohibition of said individual from entering upon school property or attending District sponsored events. Violators may also be referred to the appropriate law enforcement agency.

Last Updated: February 24, 2020