

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

RELATIONS
9150 / Page 1 of 2

SCHOOL VISITORS

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for educational program to continue undisturbed when visitors are present and for the safety of students and staff, it is necessary to establish visitor guidelines.

All visitors must present a government issued ID at the main/front entrance of the school building they are visiting. The administrative assistant will scan the ID and the visitor will be issued a badge. The visitor will then be allowed into the building. The visitor must check out of the building via the office. If the visitor is on the sexual offender's registry, an administrator will be called to talk with the visitor about any parameters associate with the visit if approved. In the event the main office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any administrator is not available, the school liaison officer.

In accordance with §120.13(35), Wis. Stats., the District Administrator and/or building administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the District Administrator and/or building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 – General Complaint / Concern Process, a copy of which is available at the District Office or on the website at www.hasd.org.

Board members may visit as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440 – Facility Security.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator or designee of the specific date, time, and place of the person's visit to any school facility and must notify the Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

RELATIONS
9150 / Page 2 of 2

beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a Non-School sponsored event occurring on the school grounds.

Except as set forth in District Policy 7551 – Animals on School Property, or in the case of “service animals” required for use by a person with a disability, no other animals may be on school premises at any time.

Legal References:

120.13(35) Wis. Stats.

301.475(3)(c)

Policy #7440 – Facility Security

Policy #7551 – Animals on School Property

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