



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Visitors to Schools

The River Valley School District encourages parents/guardians and community members to visit the schools and attend school activities. It is important, however, to protect the instructional process and the health and safety of students and staff from unauthorized or disruptive people at school, on school grounds and at school activities. School personnel shall seek to assure that parents and other visitors are courteously received in a manner that is appropriate and consistent and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and the community.

### Visitors During the School Day

Visitors must first report to the school office, sign in and state the purpose of their visit. The principal or his or her designee shall have the authority to determine what is a valid reason for visitation at the District site.

Visitors shall be required to wear an appropriate form of identification when on school premises. Visitors shall also be required to sign out upon leaving the school and shall return the identification upon leaving.

Building principals or their designees shall also have the authority to determine reasonable restrictions and/or conditions on the nature or extent of visits. Because classrooms and other instructional areas are the most vulnerable to disruption, such restrictions and/or conditions may include, but are not limited to:

- (1) The visitor remaining in a designated place or seat.
- (2) The visitor refraining from speaking to students or the staff while the class or activity is in session.
- (3) The visitor refraining from entering or leaving the area while an activity is underway.
- (4) The visitor being chaperoned.
- (5) The duration of the visit being limited to particular times or length of time.
- (6) The activities of the visitor being limited to a particular purpose(s).
- (7) The visitor being required to remain in the office or another designated area and a student or staff member being brought or asked to come to the office.

Visits to classrooms may be prohibited at certain times such as while testing or other student assessments are being conducted or because the staff has a particular activity planned that, in his or her judgment, would be disrupted or interfered with by the presence of visitors. Visitors may also be limited to particular routes of travel in the building or upon the school grounds.

### Exception:

Visitors who have been invited to school during the school day as part of a special event such as a performance by a class or group or an open school activity (e.g. Veteran's Day activity, choir or holiday concert or play, etc.) are exempt from the requirements in the above section.

Visitors will not be allowed to disrupt the educational environment in any manner. All school visitors must comply at all times with Board policies, administrative rules and school-specific regulations.

### Visitors Outside the School Day

Attendance at school co-curricular activities is a privilege that can be revoked by District and School Administration or the Activities Director. Spectators who do not demonstrate positive sportsmanship may be removed by supervisors or police and may lose their privilege to attend future co-curricular activities. Spectators whose behavior is disorderly may be subject to arrest and prosecution. This policy applies to all co-curricular activities, both home and away, involving all District co-curricular activities. Examples of offensive behavior include but are not limited to:

- (1) Entering the field of play or standing along baselines or endlines, court boundaries or similar areas.
- (2) Entering any area reserved for a team, including locker rooms, staging areas or warm-up areas at any time including during time-outs or when a coach or advisor is meeting with his or her players or participants before, during or after a game.
- (3) The use of abusive or profane language, including derogatory language directed at participant, coaches/advisors or officials.
- (4) The coaches/advisors will be the sole individuals allowed to give players information/instructions during the event. There will be no coaching from the stands, sidelines or audience by parents or other spectators.
- (5) Engaging a coach or advisor, during a game or activity (which includes warm-up time and pre-activity and post-activity time), in conversation or argument pertaining to a participant's position, playing time or level of participation.

### Special Situations

Both custodial/residential and non-custodial/non-residential parents of a student have rights to visit the child's school unless a court order exists restricting such contact. It is the responsibility of parents/guardians to provide the student's school with a copy of relevant and current court orders.

### Special Visitor Restrictions

Metal detectors are not allowed to be used on school premises. A metal detector is defined as an electronic instrument that detects the presence of metal nearby, and generally is used to locate metal objects buried underground, such as coins or jewelry.

### Sex Offender Registration

Registered sex offenders are prohibited from being on public school premises unless they have notified the District Administrator or his or her designee of the date, time and place of the visit and of their status as a registered sex offender, or they fall under one of the exceptions to providing such notification outlined in state law. "School premises" mean any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration.

It is the responsibility of the registered sex offender to provide the required notification. After receiving the required prior notification, the District Administrator or designee shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

A registered sex offender who is the parent of a child enrolled in the District is not subject to the above special school notification requirement if the person notifies the District Administrator 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 except as follows:

- (1) If the child is not enrolled at the beginning of the school year, this notification must be made when the child is first enrolled.
- (2) 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.

The notification requirements do not apply to a sex offender who is:

- (1) a student enrolled at the school if a county human or social services department, a licensed child welfare agency or other 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.
- (2) a student enrolled at the school if the department of corrections has worked with school officials to help ensure the safety of the students attending the school with the student.
- (3) on the school premises to vote if an election is being held that day and the person's polling place is on the school premises.
- (4) on the school premises to attend an event or activity that is not sponsored by the school.

The District Administrator and each building principal have the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program or who has violated the requirements of this policy. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary. If law enforcement is contacted, visitation parameters may be established prior to any future school/district visits.

Wis. Stat. sec. 120.13(35) and Wis. Stat. sec. 301.475

CROSS REFERENCE:      834 Service Animals  
                                 834.1 Certified Therapy Animals  
                                 836 Animals on School Premises

APPROVED:      June 8, 1989  
REVISED:        December 14, 2006  
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