

VISITORS TO SCHOOLS

The Board of Education encourages parents and citizens of the school district to visit our schools in accordance with reasonable procedures to control such visits as established by the administration. The intent of those procedures shall be to make the programs of the district open to the public, while at the same time minimizing the disturbance and disruption of the educational process. Whereas the School District of Amery is charged with the responsibility of providing a safe environment for all students, and whereas the School District of Amery is also charged with providing a learning environment that ensures the confidentiality of all students, the following procedures shall apply:

Visitors:

All building visitors shall be required to register at the building office, stating on a sign-in sheet the purpose of the visit. All guests will be required to wear a visitor badge in plain sight at all times while in the building or on school grounds. The following are exceptions to the above:

- A. Persons who are in the building at the specific invitation of the district and are working with a district employee.
- B. Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- C. Individuals who are attending a scheduled performance by a school class, team, or group.
- D. Members of the community wishing to visit a class must obtain approval of the classroom teacher and the building principal and must make arrangements one day prior to the visit.
- E. Visitors other than custodial parents or guardians wishing to visit a specific student must provide written permission from the custodial parent or guardian and obtain approval from the building principal one day prior to the visit.

The building principal shall have the authority to exclude from the building premises any person or persons he or she has reason to believe would be, or is, disrupting the educational program of the school. Engaging in any action that interferes with the learning process shall result in the revocation of the visitor's pass.

School personnel encountering any non-employee not wearing a visitor badge shall ask them to report to the office for registration. If a person refuses, the employee shall notify the building principal, or his or her designee, who may then call the police for assistance.

Interviews with Staff by Media Personnel:

All interviews with staff members by media personnel that occur within the scope of the staff member's employment with the District shall be with the knowledge and consent of the staff member. There shall be no video or audio taping of such interviews without the full knowledge and consent of the affected staff members. This shall not preclude the filming or taping of open session Board meetings or board appointed committee meetings pursuant to Section 19.90, Wisconsin statutes. Violations of this provision shall be reported to the District Administrator.

Interviews with Students:

Only certified employees may interview, film, or photograph a student without the prior approval of the building principal or his/her designee at any time when such student is under the school's supervision. When interviews are authorized, such interviews be with the full knowledge and consent of the student. Further, there shall be no video or audio taping of such interviews without the full knowledge and consent of the student, his or her parents or guardians, and the building principal or his or her designee.

This provision shall not apply to interviews of students participating in co-curricular activities.

Violations will be reported to the District Administrator.

Staff Training:

New staff members shall be inserviced on the policy as part of their orientation program.

LEGAL REF.: Section 120.13(35) Wisconsin Statutes

ADOPTED: April 19, 1993

REVISED: November 27, 1995
December 21, 1998