

Communication and Public Information

Visitation Procedure for Schools and District Facilities

1. For purposes of this Administrative Regulation, a visitor is defined to mean any person other than a District student or a District employee who is present on school premises, including, but not limited to parents/guardians of students, school volunteers, invited speakers, vendors, news media representatives, citizens, or students not enrolled in the District.
2. The District has the authority and responsibility to establish procedures and practices applicable to visitors in order to maintain a safe and orderly school environment. Anyone who violates the District's Visitation procedure may be subject to prosecution.
3. A person desiring to visit a school or District facility must first obtain permission from the District.
 - a. Visitors may not enter classrooms while school is in session unless such person has been expressly authorized by the building principal or their designee.
 - i. When determining whether a visitor's self-initiated request to visit a school or class is excessive or otherwise disruptive to school operations, the building principal may consider the number of visits that have been made by a visitor, the total number of visitors that may be present at any one time, and the aggregate number of visits occurring in close proximity (i.e. during the same week).
 - b. Visitors may be prohibited from visiting a school by the building principal or their designee during particular events (i.e. student testing, emergencies, etc.).
4. Visitors are required to check-in and check-out utilizing Raptor V-Soft Visitor Management System Procedures.
5. Visitors are required to present photo identification, which identifies the person's full first and last name, date of birth, and address.
 - a. If a visitor does not possess photo identification, then the designated staff members shall do the following:
 - i. Contact the building principal or their designee immediately.
 - ii. The building principal or their designee should explain the process and can ask the visitor questions to understand the request to visit the school.

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- iii. The visitor will be required to provide their first and last name, as well as their date of birth so the information can be manually entered into the Raptor system and scanned against the Sex Offender Registry (SOR) database. The building principal or their designee can make a determination to allow or refuse the visitor access to the facility based on their knowledge of the person and situation.
 - iv. If the visitor is cleared through the SOR database and the building principal or designee authorizes access to the facility without photo identification, a visitor's pass will be issued.
 - v. Entry without proper photo identification may be allowed a maximum of two times. Subsequent requests to visit a school or District facility without proper photo identification will be denied.
6. Visitors are required to observe all District policies, regulations, procedures and expectations during their visit.
7. A registered sex offender is prohibited from being on any school premises associated with the District unless the person previously notifies the school principal or their designee of the specific date, time and place of the requested visit, discloses their status as a registered sex offender and receives prior written permission from the principal or their designee. It is the responsibility of the sex offender to provide the required notification. The following are permitted exceptions to this requirement:
 - a. A registered sex offender who is the parent of a child enrolled at the school is not subject to this requirement if the person notifies the school principal or their designee of their status as a registered sex offender as the start of each school year. If the child is not enrolled at the beginning of the school year, this notification must be made when the child is first enrolled. If the person is not subject to the registered sex offender reporting requirements at the beginning of the school year or when the child is first enrolled, this notification must be made when the person first becomes subject to the sex offender reporting requirements.
 - b. A registered sex offender who is a student enrolled at the school is not subject to this requirement if the Department of Corrections, county department, licensed child welfare agency, or other person supervising the student under a dispositional order (under section 938.34 of the state statutes), works with the school principal or their designee to ensure the safety of all students attending the school.

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- c. A registered sex offender who is on the school premises to vote is not subject to this requirement if an election is being held that day and the person's polling place is on the school premises.
- d. A registered sex offender is not subject to this requirement if they are on the school premises to attend an event or activity that is not sponsored by the school or District.

Any registered sex offender on school premises without meeting the above-stated requirements or permitted exceptions is in violation of Wisconsin law.

Legal Reference: Wisconsin Statute 120.13; 120.40; 301.475

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