

Wilson Area School District

School Visitors

- Purpose** The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure safety and order in the schools, it is necessary for the Board to establish policy-governing school visits.
- Definition** Visitors are defined as individuals who have been invited to the school or have obtained prior approval to participate in or view a school or classroom activity during normal school-operating hours. School visitors are not permitted to supervise students.
- Delegation of Responsibility** The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines.
- Guidelines** After the start of the school day, visitors to the school shall use only one (1) entrance. All other entrances shall be locked.
- Upon arrival at the school, visitors must register at the office where they will be required to sign in and receive a visitor's badge.
- Staff members shall be expected to require that a visitor has registered at the school office and received authorization to participate in or view a school-wide or classroom activity.
- All visitors must sign out prior to leaving the building.
- At the building principal's discretion, alternate school visitor procedures can be utilized, **including requiring the appropriate clearances**, to ensure safety and order.