**Visitors Policy 4009**

Adopted February 27, 2023

The Board welcomes and encourages visits to school by parents and community volunteers. For the educational programs to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

In accordance with 120.13(35), Wis. Stats., the administrative team has the authority to establish procedures for entering or remaining in the building, including prohibiting the entry of any person to the school or to require a visitor to leave when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal or designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the administration team. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

KTEC requires all non-staff visitors and volunteers that are in the classroom to have completed a background check and must be screened prior to having unescorted access to the classroom. Unescorted access is at the discretion of the administration team and must follow the scheduling guidelines outlined above.

Non-staff visits to students and classes must be limited and only in accordance with a schedule which has been determined by the administration after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 5012 Student Complaints, a copy of which is available at the Board office and at the school office.

Revised

Legal

120.13(35), Wis. Stats.

301.47(3)(c), Wis. Stats.

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