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.