

## **SCHOOL DISTRICT OF MAYVILLE**

860-Rule

### **GUIDELINES FOR IMPLEMENTING PRESENCE ON SCHOOL PREMISES**

#### **A. Definition of School Hours**

For purposes of Board policy and these guidelines, “school hours” means from start to completion of the regular school day of any day that classroom instruction is conducted.

#### **B. Presence in Buildings or on Grounds During School Hours**

1. In determining whether to permit the presence of a student who is under out-of-school suspension or expulsion or any person who is not a student presently enrolled to attend a District school or not a District employee in any school buildings or on school grounds during school hours, the building principal or designee shall consider factors including, but not limited to, the following:

- a. The purpose of the person requesting authorization for being upon school property.
- b. The potential impact of the person’s presence on the education function being carried out by the school during the times and at the places of the requested authorization.
- c. The potential of the person’s presence on school premises to adversely affect the safety and welfare of District students and employees.
- d. The potential of the person’s presence on the school premises to adversely affect the protection of the school building, grounds and equipment from damage or vandalism.

2. The written authorization, if granted, may at the discretion of the principal or designee, include conditions under which such authorization applies. The conditions may include, but shall not be limited to, the following:

- a. Restricting the person to a particular place or places in the building or on the school grounds.
- b. Designating particular routes of travel in the building or on the grounds.
- c. Limiting the duration of the person’s presence on school premises to particular times or lengths of time.
- d. Enjoining the person to silence while on school premises except when transacting authorized business.
- e. Limiting the activities of such person on the school premises to a particular purpose or purposes.
- f. Requiring the person’s dress and decorum to be in conformity to the dress and behavior codes incumbent upon students and District employees.
- g. Requiring that the person be chaperoned by a District employee while on school premises.

#### **C. Presence in Classrooms**

1. In determining whether to permit the presence of a person, other than students,

teachers or other District employees in a classroom while a class is in session, the Board of Education, District Administrator, building principal or designee shall exercise his/her discretion to effect the purposes of the Board's policy and shall consider factors including, but not be limited to, the following:

- a. The purpose for which the person desires to be in the classroom.
  - b. The legal or blood relationship of the person to any other person in the classroom.
  - c. The anticipated impact of the person's presence in the classroom upon the educational function to be carried out in the classroom while such person is present in the classroom.
2. In authorizing the presence of the person in the classroom while class is in session, the Board, District Administrator, building principal or designee may impose such conditions upon the presence of the person in the classroom as may be reasonably necessary to ensure that the educational function to be carried out in the classroom while the person is present is not disrupted, impaired or diminished and to effect the purposes of Board policy. Such conditions may include, but shall not be limited to, the following:
- a. Designating a particular place or seat in the classroom or the length of time that the visitor may be in the classroom.
  - b. Refraining the person from speaking while the class is in session unless requested or authorized to do so by the teacher.
  - c. Refraining the person from standing up, moving about the classroom or leaving the classroom while the class is in session unless authorized by the teacher.
  - d. Requiring the dress and grooming of the person to be consistent with the dress code for students and employees within the building.

D. Posting

Building principals shall post permanent notices on the exterior doors of their buildings indicating that visitors during the school day must register with and be authorized to remain upon school premises by the building principal or his/her designee and directing visitors to the principal's office.

APPROVED:            May 21, 1973  
ADOPTED:            June 18, 1973  
REVIEWED:  
REVISED:            November 17, 1975; October 7, 2002; November 5, 2007

Signatures of School Board Members:

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