

PRESENCE ON SCHOOL PREMISES

PHILOSOPHY:

The Board of Education:

- Believes it is the district's obligation to ensure that the educational functions carried out in its buildings and on its grounds are not disrupted or impaired.
- Believes it is the district's obligation to provide for the welfare and safety of the students within its charge while they are in district buildings and on district grounds. The district has a similar obligation to protect the welfare and safety of its employees.
- Believes it is the district's obligation to protect the buildings, grounds, and equipment it owns and operates for the public from vandalism and damage.
- Recognizes that the buildings and grounds owned and operated by the district are public property and that the residents of the district may have certain rights with respect thereto, including the right to access or be upon public property and the right to use the buildings and grounds subject to reasonable restrictions. By other policies, the Board has regulated use of the buildings and grounds of the district by the public in certain instances.
- Recognizes that the presence of persons in the classrooms of the district while classes are being taught who are not students, teachers, or other persons authorized to be within the classrooms for a legitimate educational purpose can be very beneficial, however, it can also have a disruptive effect upon and impair the educational function conducted within the classrooms. The Board desires to prevent such disruption to its primary purpose, the education of the children residing within the district or otherwise lawfully attending its schools.
- Recognizes that the presence of persons other than district students and employees in school buildings or on school grounds while school is in session without the knowledge and approval of the building principal or designee could seriously deter the district's ability to protect the safety and welfare of its students and employees and prevent damage or vandalism to district property. The Board desires to minimize the potential risks that may arise from the presence of persons who are not district students or employees in school buildings or on school grounds without the knowledge and authorization of the building principal or designee. Each building principal is designated to provide for the safety of students and employees in their schools and protection of the buildings, grounds, and equipment of the schools to which they are assigned.
- Believes that the presence of persons on district grounds during times when school is not in session and the use by such persons of district recreational facilities and equipment will generally not deter the district from its responsibility to protect its property if such persons respect and care for the district's property while using it. Because these grounds and facilities are publicly owned, use by the public at times when such grounds and facilities are not being used for school purposes should be encouraged, with the admonishment that such use should be respectful of the district's obligation to prevent damage or vandalism to its property and facilities.

Accordingly, the Board adopts the following policy in order to balance the district's obligations to provide education to students, protect the safety and welfare of its students and employees, and protect its buildings, grounds, and

equipment from damage and vandalism, with the potential rights of the public to access and use public property, namely, the school buildings and grounds and equipment therein.

POLICY:

The following policy shall apply to all district buildings and grounds other than the district offices located at 206 South Taft Avenue, Jefferson, Wisconsin.

Presence in Buildings or on Grounds During School Hours – No 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 may be present in any school building or on school grounds during school hours without having first secured authorization from the principal or other person in charge of the school building as designated by the building principal or Superintendent, except while in direct route to secure such authorization. The building principal or his/her designee shall have discretion in authorizing any such person to be present in the building or on school grounds. The authorization, if granted, shall be in writing and may, at the discretion of the building principal or his/her designee, be subject to conditions, also to be in writing. Any person on school premises during school hours who is a student who is under out-of-school suspension or expulsion or who is not a district student or employee shall upon request of any district employee display the written authorization. If such person has no such authorization or if such person's activities are not in conformity with such authorization, the district employee shall immediately escort the person to the building principal or designee or shall call on the aid of the building principal or designee. The principal or designee shall either issue such person authorization or, if authorization is refused or if the person's activities were in violation of a previously granted authorization, the building principal or designee shall request such person to leave the school premises. If the person refuses to cooperate, the building principal or designee shall contact the appropriate law enforcement agency for assistance.

For good cause, such as for graduation ceremonies, open house, parent-teacher conferences, general assemblies at which the presence of parents/guardians of students or the public in general is invited and school-sanctioned athletic events open generally to the public, the building principal or Superintendent may grant a general authorization to a particular class or classes of persons. Such general authorization may, but is not required to, be in writing and be posted at the doors to the school building in question. The authorization, if in writing, shall describe the general class or classes of persons authorized, times of authorized presence, and places of authorized presence.

Presence in Classrooms – Except for students, teachers, or other district employees and ancillary support personnel, no person shall be present and no teacher or other professional employee of the district having charge and control of a classroom shall permit any person to be present in any classroom of any school while a class is in session in such classroom unless such person has been authorized to be in such classroom while class is in session by the Board, Superintendent, building principal or other professional employee of the district with authority from the principal to authorize such presence. In authorizing the presence of the person in the classroom while a class is in session, the Board, Superintendent, building principal or his/her 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 this policy.

In the event the person fails to comply with any such reasonable condition imposed, the teacher may immediately request such person to leave the classroom and may call upon the assistance of the building principal or designee to carry out such request. If the person refuses to cooperate, the building principal or designee shall contact the appropriate law enforcement agency for assistance.

Presence in Buildings or on School Grounds During Other Than School Hours – No person except a district employee shall be permitted in school buildings during other than school hours unless the building principal or his/her designee is also present in the building and authorization for such presence was granted by the building principal or designee in writing. This prohibition does not apply to:

1. Students engaging in school-sanctioned extracurricular activities during other than school hours.
2. Situations where school buildings are being used in accordance with the Board's policy on community use of school facilities or an agreement with the Jefferson Council for the Performing Arts (CPA) or the City of Jefferson Recreation Department.

The building principal or Superintendent may grant general authorizations for presence in school buildings during other than school hours for good cause (e.g., for graduation ceremonies, open house, parent-teacher conferences, general assemblies at which the presence of parents/guardians of students or the public in general is invited and school-sanctioned athletic events open generally to the public) in the same manner as specified above.

Persons may be on school grounds during other than school hours so long as the person's activities while on school grounds do not adversely affect the protection of school property from damage or vandalism.

ADOPTED: April 30, 1979

REVISED: October 13, 1986
April 21, 2003

LEGAL REF.: Wisconsin Statutes: 120.13(35)
120.44(2)

CROSS REF.: KKA-R, Guidelines for Implementing the Board's Presence on School Premises Policy
KG, Community Use of School Facilities

GUIDELINES FOR IMPLEMENTING THE BOARD'S PRESENCE ON SCHOOL PREMISES POLICY

A. Definition of School Hours

For purposes of Board policy and these guidelines, "school hours" means from 7:30 a.m. to 4:00 p.m. 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 building or on school grounds during school hours, the building principal or his/her 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 upon the educational 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 upon school premises to adversely affect the safety and welfare of district students and employees.
 - d. The potential of the person's presence upon the school premises to adversely affect the protection of the school building, grounds and equipment from damage or vandalism.
2. The authorization, if granted, may, at the discretion of the principal or his/her designee, be subject to conditions, in writing, which 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 upon 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 upon 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 and ancillary support personnel, in a classroom while a class is in session, the Board of Education, Superintendent, building principal or designee shall exercise his/her discretion to effect the purposes of the Board's policy and shall consider including, but not 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, Superintendent, 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 this policy. Such conditions may, but shall not be limited to, the following:
 - a. Designating a particular place or seat in the classroom for the person.
 - 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 schools indicating that visitors 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.

4/21/03