

**Visitors and Volunteers in the School - Pre-K Sites will be implementing school board policy.**

We strive to create safe schools for all students and staff. As a safeguard, all visitors and volunteers are required to sign in at the school office.

*Verona Area Board of Education Policy 860:* The School Board encourages parents/guardians and other citizens to visit the Verona Area Schools and believes that there are many potential benefits that can result from increased interaction with families and the public. Concurrently, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the District's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools.

Building directors shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the directors shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that beneficial experiences for all may be provided for when visitors enter the school.

School personnel shall seek to assure that parents/guardians and other visitors are courteously received in a manner that is appropriate and consistent and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and the community.