



Riceville Community School District



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www.riceville.k12.ia.us

Superintendent

Barb Schwamman 641.985.2288
barb.schwamman@riceville.k12.ia.us

PK-12 Principal

Vanessa Huber 641.985.2288
vanessa.huber@riceville.k12.ia.us

Business Manager

Jen Dunn 641.985.2288
jdunn@riceville.k12.ia.us

STUDENT VISITOR REQUEST FORM

This form is for current Riceville CSD students wishing to have an out-of-school guest spend the day with them.

The Principal must be notified at least 1 school day prior to the date of your desired visit. This form must be completed and on file in the office at least 1 day prior to the visit. Visits may be disallowed on certain days, such as special events or testing days.

Visitors must abide by all rules detailed in the Riceville CSD Parent-Student Handbook. Visitors must wear appropriate dress for their visit. Visitors will not be disruptive to the normal academic day and may be asked by classroom teachers to remain in the office during their class if the teacher chooses. Visitors who want to eat lunch should bring money with them to be able to purchase a lunch, please check with the school for current lunch prices. School Administration has the right to deny admittance to any visitor.

Visitors use the main door when arriving and report directly to the office. Visitors will sign in and be given a visitor name- tag to be worn during the visit. The visitor will stay with the assigned host during the entire visit unless changes are arranged in advance with the Principal.

VISITOR NAME: _____ VISIT DATE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ - _____ HOME PHONE: (____) _____ - _____ GENDER: _____

CURRENT SCHOOL: _____ CITY: _____ STATE: _____ GRADE: _____

PARENT(S) NAME: _____ DAYTIME PHONE (____) _____ - _____

REASON FOR VISITING: _____

STUDENT VISITOR'S SIGNATURE: _____ DATE: _____

(PARENT'S CONSENT) I GIVE MY SON/DAUGHTER PERMISSION TO VISIT RICEVILLE CSD ON THE DATE LISTED ABOVE

PARENT'S SIGNATURE: _____ DATE: _____

RICEVILLE CSD STUDENT HOSTING

PRINT NAME: _____ DATE: _____

STUDENT SIGNATURE: _____

PARENT(S) SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

VISIT APPROVED YES: _____ NO: _____ DATE: _____

PRINCIPAL SIGNATURE: _____

Riceville Community School District does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its educational programs or employment practices. If you have any questions or grievances related to this policy, please contact the superintendent, 912 Woodland Avenue, Riceville, Iowa 50466-7507, phone 641-985-2288.

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