



Riceville Community School District



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Superintendent

Barb Schwamman 641.985.2288
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PK-12 Principal

Heather Suckow
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Associate Principal

Marcia Grimm
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Business Manager

Jen Dunn
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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: _____

NOTICE OF NONDISCRIMINATION

It is the policy of the Riceville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Jaden Bohr, School Counselor, 912 Woodland Avenue, Riceville, IA 50466, (641) 985-2288 jaden.bohr@riceville.k12.ia.us For further guidance, visit the Iowa Department of Education website.