

### GUIDELINES FOR VISITORS ON A SCHOOL CAMPUS

Welcome to the Mansfield Independent School District. We are proud of our schools and welcome visitors. In order to protect the security of our students, staff, and the learning environment at this school, visitors are requested to conform to the following guidelines:

1. All visitors to any campus must report to the school office, present a government-issued photo ID, sign-in according to District procedures, state their reason for being on campus, and obtain approval from the principal or designee. Visitors representing organizations may be required to provide documentation of their affiliation to the group or organization.
2. Each visitor to a school campus must wear a visitor name badge provided by the school office. Any District employee observing any person at a campus or in a restricted area of other District facilities without a visitor name badge may inquire as to the person's reason for being at the location and may direct the person to the office for the purpose of obtaining a visitor name badge. Persons who appear to present a security concern should be reported immediately to law enforcement and District security.
3. Visitors who wish to disseminate information to students or staff must comply with District Board policies GKD(LEGAL) and (LOCAL).
4. Visitors may not recruit for fund-raising activities, religious groups, youth groups, or political causes when visiting school campuses in accordance with District policy.
5. Clergy and other representatives of religious organizations (ministers, rabbis, imams, priests, and the like) or youth group representatives may visit with their congregants and have lunch with them but will not use the visit to proselytize to others. The campus principal or designee must verify the specific representation and the congregants.
6. Media representatives will arrange visits to school campuses with the communications department at the central office.
7. Visitors are requested to wear appropriate attire when visiting District schools. [See FNCA]
8. A request for a parent and/or others to visit a classroom must be approved by the principal or designee after the principal or designee has discussed the visit with the teacher. Approval for the day of the requested visit will be subject to the classroom activities scheduled and the need for student confidentiality and must be conducted in accordance with District policies.
9. Due to privacy issues, videotaping in the classroom by parents is not permitted. Exceptions will be granted only by the Superintendent or designee.
10. A visitor who fails to comply with any of these guidelines and/or District policies may be prohibited from visiting the school.