

COMMUNITY RELATIONS:
VISITORS TO THE SCHOOL

GKC
(REGULATION)

GENERAL RULES FOR
VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

It is the principal's responsibility to minimize interruptions during instructional time. To support the attainment of this goal, the following guidelines will apply to all visitors to the schools:

1. Upon arrival to a campus, visitors must report to the front office.
2. Visitors needing to go beyond the front office must sign-in and receive a visitor pass.
3. Visitor passes must be worn by visitors the entire time they are on the campus.
4. Visitors are expected to follow all campus- and District-based rules.
5. Parents wishing to visit their child's classroom should make arrangements at least one day in advance with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Prior to a parent visiting/observing the classroom, the parent must complete the Classroom Observation Agreement form (See GKC (REGULATION) (EXHIBIT C) and return the form to the campus principal.

A parent may request a classroom observation by an outside agency. The parent must submit the request by completing GKC (REGULATION) (EXHIBIT C). The outside agency must complete GKC (REGULATION) (EXHIBIT B). Both forms must be returned to the campus principal prior to the observation taking place.

Every effort will be made to reach a mutually agreed-upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, parents should not bring their child's siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting.

6. Parents in classrooms are there as observers and are asked to sit in the rear of the room in an effort to minimize distractions to students. Parents should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent has need for discussion with the teacher, a conference must be scheduled outside instructional time.
7. Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. Principals or other administrative designees may restrict classroom visits if requests become excessive in terms of frequency, length of visit, and/or number of requests.

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8. Volunteers, who are also parents of one or more students, should follow the same procedures as other parents when requesting classroom visitations.
9. Parents requesting a conference with the teacher should make prior arrangements one day in advance (preferred) with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.
10. In the interest of safety, parents/guardians picking up a student during the school day must show photo identification, sign the student out, and wait in a designated waiting area for the student. Students who need to leave during the school day for appointments should remain in their classroom to maximize instructional time until their parent/guardian arrives. School personnel or student aides will inform the student that the parent/guardian has arrived. [See FEE (REGULATION) for more specific details.]
11. The school will provide a designated waiting area in the school for parents to pick up children at the end of the school day. Parents must wait until their child is released by the teacher.
12. In an emergency, when it is necessary for a visitor to meet with a student, the principal or an administrative designee will call for or escort the student to the office.
13. Visitors may be asked to leave the classroom and/or campus if their presence disrupts the educational process or school activities in any way.
14. Visitors are expected to sign-out upon leaving the campus.

LUNCH VISITORS

All lunch visitors are required to sign in at the front office and obtain a visitor pass prior to proceeding to the cafeteria.

ELEMENTARY

Lunch visitors at the elementary level may be parents, immediate family members with written permission from a parent, and campus mentors. Immediate family members are defined as the student's parents/step-parents, siblings, grandparents, or any person residing in the home. [See GKC (REGULATION) (EXHIBIT) Lunch visitors should leave at the end of the lunch period.

SECONDARY

Due to space and safety concerns at the secondary level, lunch visitors will be restricted to parents/guardians, grandparents (with written permission), and campus mentors. Mentors may not use visitation at lunch with an assigned student mentee as an opportunity to create a limited open forum or limited public forum. A violation to this restriction may result in the mentor losing the privilege of visiting during lunch.

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FOOD AND DRINKS	The Texas Department of Agriculture (TDA) has established guidelines regarding Foods of Minimal Nutritional Value (FMNV) for public schools participating in the federally funded Child Nutrition Program. The federal regulations do not permit FMNV to be served in the food service area during meal periods. [See Board policy CO (LEGAL)] As a result, parents may no longer bring food or drinks to school for anyone other than their own children.
ACADEMIC OBSERVERS	University students or instructors, or other persons wishing to observe instruction for academic purposes, must make arrangements in advance with the principal and the teachers whose classrooms will be observed.
ASSEMBLIES/ PROGRAMS	<p>When special events are held during the school day, the campus principal may waive the procedure for event-only visitors to sign in and receive a visitor pass. If so, visitors attending the assembly or program held in a common area of the building (cafeteria, gymnasium, auditorium, etc.) may proceed directly to the designated area for seating, unless the visitor wishes to join a particular student, which requires a visitor's pass. Visitors to individual classrooms must sign in and obtain a visitor's pass prior to proceeding to areas other than a common area of the building.</p> <p>A campus principal has the authority to require all visitors to sign-in prior to proceeding to any area of the campus if it is determined that the procedure is needed to maintain student safety and/or an orderly environment.</p>
ELECTIONS	No visitor passes will be required for voters proceeding only to and from polling stations; however, school personnel will monitor and assist the flow of voting visitors during student passing periods.
REGISTERED SEX OFFENDERS	Unless present for the purpose of voting or attending Board meetings, a registered sex offender will be denied access to a campus in the absence of an assertion of parental rights. The following procedures will apply to a registered sex offender on District premises.
IDENTIFICATION AT REGISTRATION	<p>When any visitor, including a parent, is identified as a registered sex offender during visitor registration, the office staff will:</p> <ol style="list-style-type: none">1. Ask the visitor to remain in the office;2. Notify a building administrator immediately; and3. Ensure the visitor does not leave the office without being escorted by school personnel.
CONFIRMATION	<p>When a campus administrator is notified that an identified sex offender is on campus, he or she will:</p> <ol style="list-style-type: none">1. Determine if the visitor is the parent of a child enrolled at the school.2. Determine, if possible, when parental rights have been terminated.3. If the registered sex offender is not in parental relationship with a student, the visitor will be escorted off the school premises by campus personnel.

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DOCUMENTATION
REQUIRED

The registered sex offender visitor asserting parental rights must produce certified copies of court records concerning his or her registration and any restrictions imposed on him or her if he or she is seeking access to the campus.

The registered sex offender will not be permitted on school property if:

1. The person's parental rights have been terminated.
2. The person is prohibited by court order or conditions of probation from being present at school.

PARENTAL
RELATIONSHIP
PARENTAL
RIGHTS

Unless present for the purpose of voting or attending Board meetings, a registered sex offender who is in a parental relationship with a student and is not otherwise restricted from being on campus, the principal will consider the following guidelines for determining authorization for a visitor on campus:

1. A parent is entitled to all information concerning his or her children and, unless otherwise restricted, is entitled to attend school activities.
2. Any registered sex offender on campus will be escorted to or from the designated location of the visit by campus personnel.
3. A registered sex offender will only have access to areas of the campus that are required to fulfill the purpose of his or her visit. All restroom visits must be accompanied by campus personnel. He or she may not have access to any student restroom.
4. Access to classrooms will only be allowed for observation of the visitor's student and special events, while accompanied by campus personnel when campus personnel is available, and for meetings with teachers, administrators, or other campus staff members concerning the visitor's student. (See GKC (REGULATION) (EXHIBIT B &C))
5. A registered sex offender may drop off and pick up his or her student in designated drop-off and pick-up areas only. No other access will be allowed while dropping off or picking up, unless accompanied by campus personnel.
6. A registered sex offender may not serve as a volunteer.
7. Any other relevant issues will be considered.

LUNCH VISITS

Following check-in at the front office, the registered sex offender will be escorted by school personnel to the lunch room and must sit at the table designated for parent lunch visitors when attending lunch with his or her own child. Students who do not have a parent present may not sit at the table. (See GKC (REGULATION) (EXHIBIT A))

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NOTIFICATIONS	<p>The campus principal will send a letter outlining the above guidelines that the registered sex offender in parent relationship with a student, who is not otherwise restricted from being on campus, must follow when on campus. The campus principal may add other specific campus guidelines as appropriate.</p> <ol style="list-style-type: none">1. The registered sex offender will give a 48 hour notice to the campus principal of his or her intention to be on campus.2. The registered sex offender must check-in at the front office for each visit.3. The registered sex offender will be given a Sex Offender Visitation Registration Form to sign (See GKC REGULATION) (EXHIBIT D) stating that he or she has read, understands, and agrees to the Policies, and Procedures that he or she must follow while on campus. If any Policies and/or Procedures are violated, then a criminal trespass warning will be issued and the registered sex offender may not return to any district property.
SCHOOL BOARD MEETINGS	<p>A registered sex offender is permitted to attend any Board meeting if he or she goes directly to the meeting site posted on the Board agenda, remains at the meeting site, and leaves District property immediately after the meeting.</p>
ELECTIONS	<p>No visitor passes will be required for voters proceeding only to and from polling stations; however, campus personnel will monitor and assist the flow of voting visitors during student passing periods.</p> <p>A qualified voter who is a registered sex offender is permitted to vote during voting hours at an official polling place on District property if he or she goes directly to the polling place and then leaves school property immediately after voting.</p>
APPEAL	<p>Any person seeking review of these procedures may pursue a grievance through FNG (LOCAL) or GF (LOCAL), as applicable.</p>