

### **Visitors to the Schools**

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office and obtain permission to visit upon entering the school and identify themselves as well as declare their purposes for visiting.

#### **REGISTRANTS**

No registrant, as defined in [KRS 17.500](#), nor any person residing outside of Kentucky who would be required to register under [KRS 17.510](#) if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under [KRS 17.510](#) as a registrant or sex offender from another state and all registrant information as required in [KRS 17.500](#).

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in [KRS 600.020](#), who has committed:
  - a. A sex crime; or
  - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under [KRS 17.510](#); or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to [KRS 533.250](#), until the diversionary period is successfully completed.

A registrant, who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

**Visitors to the Schools****REGISTRANTS (CONTINUED)**

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

**PRIVATE SERVICE PROVIDERS**

No state or federal statute or regulation requires a public school to provide Private Service Providers in-school time and/or office space to treat or test their private patients. However, at the sole discretion of the school Principal, a Private Service Provider may be granted limited access to their private patients during the school day.

If allowed, the Private Service Provider must agree to the following terms and conditions:

1. The Private Service Provider must make a written request to the school Principal five (5) days prior to visitation with the student. The request must include an explanation of the services that will be provided, and why access to the student during the school day is necessary.
2. The Private Service Provider must provide the appropriate credentials to the school Principal, including but not limited to, proof of professional licensure in the service area being provided.
3. At the Private Service Provider's expense, the Private Service Provider, or any of its employees requesting access to school facilities, shall, pursuant to [KRS 160.380](#), undergo national and state criminal history background checks by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter from the Cabinet for Health and Family Services stating that the individual has no administrative findings of child abuse or neglect found through a background check of child abuse records maintained by the Cabinet for Health and Family Services. A copy of the background checks and letter from the Cabinet for Health and Family Services must be provided to the Hart County School District prior to accessing any school in the District.

**Visitors to the Schools****PRIVATE SERVICE PROVIDERS (CONTINUED)**

4. The Private Service Provider must provide the Principal a signed release form from its client allowing communication between the Private Service Provider and school personnel regarding the treatment/services being provided. The school shall obtain a signed release form from the parent of the student to allow school personnel to communicate with the Private Service Provider.
5. The Private Service Provider must complete a Non-School District Employee Agency/Therapist Agreement of Nondisclosure.
6. If access is approved, services must be provided at a time that is convenient for the school and does not interfere with educational programming or services as determined by the school Principal.
7. The Private Service Provider's access is limited solely to the specific student receiving services. Private Service Providers shall not be granted access to, or interact with, any other students.
8. Private Service Providers shall not be permitted access to the classroom setting for observations without the prior approval of the Principal and the opportunity of parents of other students in the classroom to object. Private Service Providers shall not be permitted access to special education classrooms.
9. Private Service Providers are not permitted to take a student off school grounds during the school day.
10. The Private Service Provider shall maintain liability insurance for professional practice and must provide the school with evidence of such insurance prior to accessing any school facilities.
11. Prior to being granted access to any school facilities, the Private Service Provider must sign a Private Provider Service Agreement.
12. The District has the right to terminate access to school facilities at any time without notice.

**CONDUCT/PROHIBITION ON RECORDING**

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

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### **USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED**

The use of any tobacco product, alternative nicotine product, or vapor product, as defined in [KRS 438.305](#), is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.<sup>1</sup>

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law<sup>2</sup>, are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.<sup>3</sup>

### **ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

### **WEBSITE ACCESSIBILITY**

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

**Visitors to the Schools**

**REFERENCES:**

<sup>1</sup>[KRS 438.345](#)

<sup>2</sup>[KRS 438.050](#)

<sup>3</sup>[KRS 511.070](#); [KRS 511.080](#); [OAG 90-11](#)

[KRS 17.545](#); [KRS 17.500](#); [KRS 17.510](#)

[KRS 160.380](#); [KRS 211.394](#), [KRS 211.395](#); [KRS 438.305](#)

[KRS 600.020](#); [KRS 620.146](#)

[OAG 91-137](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 et seq., Americans with Disabilities Act

**RELATED POLICIES:**

01.1

03.113; 03.1327; 03.162; 03.212; 03.2327; 03.262; 05.3; 05.31; 06.221

09.1231; 09.227; 09.3211; 09.4232; 09.426; 09.42811

10.2

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