



# Administrative Regulations

South San Antonio Independent School District

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General Rules for Visitors - 2023	

## **GKC – Community Relations: General Rules for Visitors**

**Note: See BBE(LOCAL) for visits to District facilities by Board members.**

### **GENERAL RULES FOR VISITORS**

The school will provide a designated waiting area in the front hallway for parents to pick up children at the end of the school day; passes are not required while in this area.

Anyone needing to go beyond the waiting area must register at the main office and receive a pass. Passes must be worn by visitors at all times and returned to the main office when the visitor signs out.

All school employees will assist in enforcing the requirement that visitors wear passes.

A person wishing to visit a classroom, whether during instructional time or for a parent/teacher conference, must make arrangements in advance with the principal and the teacher.

When a visitor must meet with a student in an emergency, the principal or designee will call for the student or bring the student to the office.

### **ASSEMBLY PROGRAMS**

Any visitor attending an assembly program must go directly to the assembly area, unless issued a pass to visit another area of the campus.

### **ACADEMIC OBSERVERS**

University students or instructors, or other persons wishing to observe instruction for academic purposes, must contact Human Resources for processing and documentation and make arrangements in advance with the principal and the teachers whose classrooms will be observed.

### **ELECTIONS**



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No visitor passes will be required for voters proceeding only to and from the polling stations; however, school personnel will monitor and assist the flow of voters.

## **REGISTERED SEX OFFENDER**

### **REQUEST TO VISIT DISTRICT PROPERTY**

Unless present for the purpose of voting or attending Board meetings outside the standard operating hours of the school, a registered sex offender, including a parent, wishing to visit school property must

submit a written request to the Superintendent for permission (See GKC EXHIBIT) to visit District property and must not visit District property until and unless written permission is returned by the Superintendent. If permission is granted, the Superintendent will provide to the appropriate campus administrator written notification that includes the reason and expected duration of the visit.

### **NOTIFICATION REQUIREMENT**

As required by law, the individual must immediately notify the campus administrative office of the person's presence on the premises and registration status.

### **EXEMPTION TO NOTIFICATION REQUIREMENTS**

A written agreement and exemption to notification requirements may be granted by the Superintendent in accordance with law. [See GKC(EXHIBIT)]

### **IDENTIFICATION AT REGISTRATION**

When any visitor, including a parent, is identified as a registered sex offender during visitor registration, the office staff will:

1. Ask the visitor to remain in the office;
2. Notify a campus administrator immediately; and
3. Ensure that the visitor does not leave the office without being escorted by school personnel.

### **CONFIRMATION**

When a campus administrator is notified that an identified sex offender is on campus, he or she will:

1. Contact law enforcement, if necessary, to confirm that the visitor is a registered sex offender.
2. Determine whether the visitor has received written permission from the Superintendent to be on school property.



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3. Determine if the visitor is the parent of a child enrolled at the school.
4. Determine, if possible, whether parental rights have been terminated.
5. Determine whether the visitor has received a written exemption to notification requirements.

### **PARENT AS A REGISTERED SEX OFFENDER**

Unless present for the purpose of voting or attending Board meetings, a registered sex offender who is a parent will only be given access to a school campus for the purpose of:

1. Transporting his or her child to or from school;
2. Picking up his or her child's assignments from the campus administrative office;
3. Attending scheduled meetings or conferences with school personnel to discuss matters related to his or her child;
4. Attending ceremonies, competitions, or performances in which his or her child is participating; and
5. Serving as a volunteer in his or her child's classroom under constant, direct supervision by District personnel.

A parent who is a 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.

### **REGISTERED SEX OFFENDER PERMITTED ON DISTRICT PROPERTY**

When a registered sex offender has written permission to visit District property, he or she must:

1. Go directly to the campus main office for visitor registration and immediately notify the staff of the individual's registration status unless the individual has a written agreement exempting him or her from the requirement to notify staff of registration status;
2. Complete a form at registration indicating that he or she is aware of the rules and agrees to abide by them;
3. Be escorted and directly supervised by school personnel for the duration of the visit; and
4. Sign out at the campus main office upon departure.
5. School personnel will ensure that the registered sex offender leaves school property immediately after signing out.

### **REGISTERED SEX OFFENDER NOT PERMITTED ON DISTRICT PROPERTY**



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If the campus administrator determines that a registered sex offender is on District property without written permission, he or she may:

1. Escort the person off school property; and/or
2. Notify law enforcement of the incident.

### **SCHOOL BOARD MEETINGS**

A registered sex offender is permitted to attend any Board meeting outside the standard operating hours of the school 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. As required by law, if the Board meeting is on the premises of a school and during the standard operating hours of the school, the individual must immediately notify the campus administrative office of the person's presence on the premises and registration status.

### **ELECTIONS**

A qualified voter who is a registered sex offender is permitted to vote during voting hours outside the standard operating hours of the school 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. As required by law, if the polling place is on the premises of a school and the individual is on the premises during the standard operating hours of the school, the individual must immediately notify the campus main office of the person's presence on the premises and registration status.

### **SUBJECT: SCHOOL ACCESS OF PARENT/GUARDIAN WHO IS A REGISTERED SEX OFFENDER**

The intent of this regulation is to protect our students from the presence of a convicted sexual offender, as well as to allow a parent who is so labeled the opportunity to be a part of his or her child's school experience to the extent possible.

An individual is required to register as a sex offender if that person has a reportable conviction or adjudication; if the person is required to register as a condition of parole, release to mandatory supervision, or community supervision; or if the person is an extra jurisdictional registrant as defined by



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the Texas Penal Code. Tex. Code Crim. Proc. Art. 62.051(a), .052(a). A reportable conviction or adjudication is defined as a conviction or adjudication, including a juvenile's adjudication of delinquent conduct or a deferred adjudication, that is a conviction for or an adjudication for or based on the following offenses:

- Continuous sexual abuse of young child or children
- Bestiality, Texas Penal Code section 21.09
- Indecency with a child, Texas Penal Code section 21.11
- Sexual assault, Texas Penal Code section 22.011
- Aggravated sexual assault, Texas Penal Code section 22.021
- Prohibited sexual conduct, Texas Penal Code section 25.02
- Aggravated kidnapping, Texas Penal Code section 20.04(a)(4), if the person committed the offense or engaged in the conduct with the intent to violate or abuse the victim sexually
- Burglary, Texas Penal Code section 30.02, if punishable under Texas Penal Code section 30.02(d) and the person committed the offense or engaged in the conduct with the intent to commit a felony listed above
- Compelling prostitution, Texas Penal Code section 43.05
- Sexual performance by a child, Texas Penal Code section 43.26
- Possession or promotion of child pornography, Texas Penal Code section 43.26.
- Unlawful restraint, Texas penal Code section 20.02, kidnapping, Texas Penal Code section 20.03, or aggravated kidnapping, Texas Penal Code section 20.04, if the victim or intended victim was younger than 17.
- Trafficking of persons, Texas Penal Code section 20A.02(a)(3),(4),(7), or (8) or continuous trafficking of persons, if the offense is based partly or wholly on conduct constituting trafficking of persons.
- An attempt, conspiracy, or solicitation as defined by Texas Penal code chapter 15 to commit an offense or engage in conduct listed above.
- Prostitution, Texas Penal Code section 43.02
- Aggravated promotion of prostitution, Texas Penal Code section 43.04
- Online solicitation of a minor, Texas Penal Code section 33.021
- A violation of the laws of another state, federal law, the laws of a foreign country, or the uniform Code of Military Justice for or based on the violation of an offense containing elements that are substantially similar to elements of an offense listed above, but not if the violation results in a deferred adjudication.



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- Indecent exposure, Texas Penal Code section 21.08, if the offense is the second violation of the statute and it did not result in deferred adjudication.
- The second violation of the laws as in the above bullet but not if the second violation results in a deferred adjudication.

An offender required to register as a sex offender must register or verify completed registration with the designated law enforcement agency in the municipality or county where the individual resides or intends to reside for more than seven days.

The law applies retroactively but only to reportable convictions or adjudications that occurred on or after September 1, 1970. Tex. Code Crim. Proc. Art. 62.002.

The information below is what offenders are leveled depending on the offense as follows:

- Level 1 Offender: Low risk of repeat offense, low danger to the community
- Level 2 Offender: Moderate risk of repeat offense; might continue to engage
- Level 3 Offender: High risk of repeat offense, poses a danger to the community

If a registered sex offender attends or has a family member attending the school, the superintendent or designee can grant authorization to enter school grounds for specific purposes as long as it does not violate terms and conditions of registered sex offenders' parole or probation, as applicable. In those instances when the parent of a student is a registered sex offender, the following guidelines will be applied:

1. The building principal will notify Human Resources
2. Human Resources will check with local law enforcement authorities to determine the Offender Status as well as the nature of the crime committed. Note: Any Level 3 Offender or person who has committed a crime against young children will not be permitted on school grounds, regardless of his or her relation to a student.
3. If approved, the registered parent will meet with the building administrator prior to attending any school event and follow these guidelines:
  - a. The registered parent is not entitled to act as a chaperone or to attend field trips.
  - b. The registered parent is entitled to attend school events, but must report to the office prior to the event to inform the designee of his or her presence.



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- c. The registered parent is not allowed to be on school grounds at any other time. It may be determined that the registered parent have separate arrangements for the event. If it is appropriate to provide separate seating or other arrangements, this adult supervisor will so inform the parent.
- d. If the parent needs to visit the classroom, he or she will be escorted to and from that room.
- e. If the registered parent is picking up his or her child from school, the registered parent must remain in the office until the student is obtained.

## **APPEAL**

Any person seeking review of these procedures may pursue a grievance through FNG(LOCAL) or GF(LOCAL), as applicable.