

# **KIRBYVILLE CISD**

## **CAMPUS VISITORS PROCEDURE**

Parents are always welcome at Kirbyville Schools. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the Main Office to sign in. All visitors must present a current driver's license or state ID in exchange for a visitor's pass.

**NOTE: Visitors *may be escorted as determined by a campus administrator.***

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus main office. This shall apply to parents, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment.

**School employees must present their badge upon entering a building.**

**Current students who are visitors participating as part of a cooperative secondary/elementary school function, may be asked to present a school ID**

### **Parent's Classroom Visitation Policy**

KCISD wants parents/guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. If you choose to visit your child during class time, the following procedures apply:

- Campus administration and the teacher must approve the timeframe in which a parent intends to visit their student's classroom.
- Parents must sign in through the Main Office and present a current ID. Other than provided in legal statute, **NO** person, other than the student's parent/guardian will be allowed to see the student without the parent/guardian's written permission or the parent/guardian being present.
- Classroom visits or observations may be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.

## **Volunteers (incl. Watchdogs)**

- Volunteers must complete a criminal background check. This may take a few weeks to process. Volunteers may be required to reapply in subsequent years.
- The criminal background form is available at each campus and the central administration upon request.

## **Frequently Asked Questions (FAQs)**

### **What if I don't have a district-approved photo ID; can I still get into the school?**

It depends on the purpose of your visit. A campus administrator will evaluate the purpose for the visit and make a determination. If granted, the visit will be monitored and limited solely to the area where you need to go. Before entering the school, you will be asked to provide your first and last name, as well as your date of birth.

### **Do I have to present my photo ID each time I enter a school?**

A visitor should be prepared to present their photo ID on the initial visit at each school visited. Principal discretion will determine whether the visitor will be required to present a photo ID on subsequent visits to the same campus. If, for any reason, announced or not, a principal chooses to require photo ID for all campus visitors, this will be strictly enforced.

### **What if I'm on the Registered Sexual Offender list? Can I expect to interact with my child and work with the district in educating him/her?**

Yes, assuming you do not have a court-order restricting access into the school. You will need to check in with the receptionist upon arrival. A school administrator may visit with you to confirm the purpose of your visit. After this, you should expect that your visit may be monitored for the duration of your time on campus, in accordance with this document and Board policy GKC(LOCAL). Also: Unless legal documentation (i.e., a court order) prohibits a registered sex offender from being on or within a specified distance of school property, the registered sex offender shall be allowed school-related visitation, as provided by this policy.

To ensure student safety, school administrators shall enforce the following precautions while a registered sex offender is on school property:

1. The sex offender must check in at the main office of the school for all visits, whether scheduled or unscheduled.
2. An administrator or designee shall escort the sex offender to and from all destinations within the building, including all common areas.
3. The sex offender shall not be allowed to act in a volunteer capacity for the school.
4. The sex offender shall only interact or communicate with his or her own child, not with other children in the school.
5. The sex offender shall remain in his or her vehicle, or shall check in at the main office, when dropping off or picking up his or her child.