

**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 sign in 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. If a person's request to visit a classroom, whether virtual or in person, is approved, the person may not record video or audio, or take photographs or other still images, without permission from the teacher or other school official.

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.

All visitors must leave immediately after the purpose of visiting has concluded.

**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 make arrangements in advance with the principal and the teachers whose classrooms will be observed.

**Elections**

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 person required to register as a sex offender, including a parent, wishing to visit school property must submit a written request to the Superintendent for permission 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.

COMMUNITY RELATIONS  
VISITORS

GKC  
(REGULATION)

<i>Notification Requirement</i>	As required by law, the individual must immediately notify the campus administrative office of the person's presence on the premises and sex offender registration status.
<i>Exemption to Notification Requirements</i>	A written agreement and exemption to notification requirements may be granted by the Superintendent in accordance with law. [See GKC(EXHIBIT)]
Identification and Check-In	When any visitor, including a parent, is required to register as a sex offender, the office staff will: <ol style="list-style-type: none"><li>1. Ask the visitor to remain in the office;</li><li>2. Notify a campus administrator immediately; and</li><li>3. Ensure that the visitor does not proceed further on school property without being escorted by school personnel.</li></ol>
Confirmation	When a campus administrator is notified that a person required to register as a sex offender is on campus or requesting access to the campus, the administrator will: <ol style="list-style-type: none"><li>1. Contact law enforcement, if necessary, to confirm that the visitor is required to register as a sex offender.</li><li>2. Determine whether the visitor has received written permission from the Superintendent to be on school property.</li><li>3. Determine if the visitor is the parent of a child enrolled at the school.</li><li>4. Determine, if possible, whether parental rights have been terminated.</li><li>5. Determine whether the visitor has received a written exemption to notification requirements.</li></ol>
Parent as Registered Sex Offender	Unless present for the purpose of voting or attending Board meetings, a person required to register as a sex offender and who is a parent of an enrolled student will only be given access to a school campus for the purpose of: <ol style="list-style-type: none"><li>1. Transporting the parent's child to or from school;</li><li>2. Picking up assignments from the campus administrative office for the parent's child;</li><li>3. Attending scheduled meetings or conferences with school personnel to discuss matters related to the parent's child;</li><li>4. Attending ceremonies, competitions, or performances in which the parent's child is participating; and</li></ol>

COMMUNITY RELATIONS  
VISITORS

GKC  
(REGULATION)

5. Serving as a volunteer in the child's classroom under constant, direct supervision by District personnel.

A parent who is required to register as a 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 person who is required to register as a sex offender has written permission to visit District property, the individual must follow the procedures below:

1. Go directly to the campus main office to follow campus visitor procedures and immediately notify staff of the individual's sex offender registration status, unless the individual has a written agreement with the District that provides an exemption from the requirement to notify staff of registration status;
2. Be escorted and directly supervised by school personnel for the duration of the visit; and
3. Sign out at the campus main office upon departure.

School personnel will ensure that any person who is required to register as a sex offender leaves school property immediately after signing out.

Registered Sex  
Offender Not  
Permitted on District  
Property

If the campus administrator determines that the person who is required to register as a sex offender is on District property without written permission, the administrator may:

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

School Board  
Meetings

A person who is required to register as a sex offender is permitted to attend any Board meeting outside the standard operating hours of the school if the person 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 required to register as a sex offender is permitted to vote at an official polling place on District property, including a school, if the voter goes directly to the polling place and then leaves immediately after voting. The District is not permitted to

conduct background checks on individuals who come on school property solely for the purpose of voting.

However, if a voter who is required to register as a sex offender remains on school property or wishes to enter another school area that is not a polling place, the individual must then report to the main office and provide notifications to administrators as required by law and Board policy. A District is then permitted to run a background check in accordance with law and Board policy for all visitors.

**Appeal**

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