

COMMUNITY RELATIONS
VISITORS TO THE SCHOOLS

GKC
(REGULATION)

Definition of a Visitor An informal definition of a visitor is a person who comes to the campus to attend a meeting, visit a person, or observe an event.

Examples include, but are not limited to:

<u>Event</u>	<u>Visitor</u>	<u>Volunteer</u>
Field Day	Comes to watch field day	Assists with field day
Lunch or Party	Attends the event	Helps with the event
Performance	Watches a student in a performance	Serves as a judge
Classroom	Watches a student read	Reads to students
Field Trip	Meets off-site to attend with the student	Chaperones the trip
Presentation	Watches the presentation	Comes to campus to deliver a talk, presentation or performance

General Description To help ensure the safety of students and staff, all visitors will be required to check-in at the front office upon arrival and check-out upon leaving the campus. In case of a building emergency, it will also help administrators and emergency personnel to account for who is in the building.

Applicability This regulation applies to all visitors including parents, Board members, 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. [See GKC(LOCAL)]

Procedures Prominent notices will be posted at each campus requiring all visitors to first report to the campus administrative office.

1. All visitors must check-in according to District requirements as follows:
 - Present government-issued photo identification or a current District employee badge;
 - Sign in according to District procedures;

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- State their reason for being on campus;
 - Obtain approval from the principal or designee; and
 - Wear a visitor name badge provided by the school office or District.
2. Visitors who wish to disseminate information to students or staff must comply with District Board policies. [See GKD]
 3. Visitors may not recruit for fund-raising activities, religious groups, youth groups, or political causes when visiting school campuses, in accordance with District policy.
 4. Clergy and other representatives of religious organizations (ministers, rabbis, imams, priests, and the like) or youth group representatives may visit with their congregants and have lunch with them but will not use the visit to proselytize to others.
 5. Media representatives will arrange visits to school campuses with the communications department at the central office.
 6. Visitors must wear appropriate attire when visiting District schools. [See FNCA]
 7. A request for a parent and/or others to visit a classroom must be approved by the teacher and the principal. Approval will be subject to the classroom activities scheduled for the day of the requested visit, and the visit must be conducted in accordance with District policies. The visit will not be permitted if its duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. [See GKC(LOCAL)]
 8. Due to privacy issues, videotaping in the classroom by parents is not permitted. Exceptions will be granted only by the Superintendent or designee.
 9. A visitor who fails to comply with any of the above guidelines and/or District policies may be prohibited from visiting the school.

**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.

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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.

Exceptions

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

Each campus administration may identify campus events during which the check-in/check-out process may be modified.

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 may monitor and assist the flow of voters.

Disruptive Conduct

If a visitor's conduct becomes disruptive, abusive, threatening, or violent, the campus administration may require the visitor to leave immediately and/or may contact law enforcement for assistance. Depending on the severity of the conduct, the visitor may be prohibited from being present on any District property for a period of time authorized by the Superintendent or the Superintendent's designee. [See GKA(REGULATION)]

**Registered Sex
Offenders**

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. [See GKC(EXHIBIT)]

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	The written request to the Superintendent must include a copy of the person's driver's license and written approval from the offender's parole officer and the offender's sex offender treatment advisor, obtained pursuant to Article 42.12 of the Texas Code of Criminal Procedure §13B(2)(f), if applicable.
<i>Notification Requirement</i>	If permission is granted, the Superintendent or designee will provide to the appropriate campus administrator written notification that includes the reason and expected duration of the visit. As required by law, the individual must immediately notify the campus administrative office of the person's presence on the premises and 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: 1. Ask the visitor to remain in the office; 2. Notify a building administrator immediately; and 3. Ensure that the visitor does not enter the building without being escorted by school personnel.
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: 1. Contact law enforcement, if necessary, to confirm that the visitor is required to register as a sex offender. 2. Determine whether the visitor has received written permission from the Superintendent to be on school property. 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 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:

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1. Transporting the parent's child to or from school;
2. Picking up assignments from the campus administrative office for the parent's child;
3. Attending scheduled meetings or conferences with school personnel to discuss matters related to the parent's child;
4. Attending ceremonies, competitions, or performances in which the parent's child is participating; and
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.
3. The Superintendent or designee determines that the individual poses a threat to student safety.

The individual will be supervised and accompanied by school personnel at all times. The individual must sign out at the campus administrative office upon departure. If the individual is on District property for any other purpose and without permission, the individual will be subject to removal and/or arrest.

Registered Sex
Offenders 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. Have the written permission from the Superintendent or designee in his/her possession and promptly show it to District personnel if requested.
2. 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;
3. Complete a form that acknowledges receipt of District and campus rules and that indicates agreement to abide by the rules;

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4. Be escorted and directly supervised by school personnel for the duration of the visit; and
5. 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 encounters a person who is required to register as a sex offender on campus or determines that person is on District property without written permission, the administrator should approach the offender respectfully, take the person to the office and ask to see the written permission.

If the campus administrator determines that any 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.

Volunteers

No person who is required to register as a sex offender as defined above may serve as a volunteer with the District or participate in school-related activities or field trips.

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

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	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.
Vendors, Contractors, and Other Third Parties	Except in an emergency and with approval from the Superintendent or Superintendent's designee, contractors, vendors, or other third parties will not permit an employee who is required to register as a sex offender to enter District property. It is the contractor's responsibility to check the sex offender registry prior to sending any employee onto District property. [See also policy CH]
Responsibilities	District employees are responsible for assisting with visitor procedures.
Principal	The principal is responsible for enhancing campus security by ensuring consistent procedures are used for handling all visitors on the campus. The major responsibilities include: • Assign a designee and backup person to manage the visitor check-in process throughout the school day; • Require appropriate staff members to attend training; • Inform staff members of the procedures for visitors; • Communicate with personnel and campus staff about a parent or guardian who is required to register as a sex offender and ensure that appropriate procedures are followed; and • Maintain current court records to ensure that the visitor has the legal right to be on the campus and to be involved with his or her child.
Principal's Designee	The designee's responsibilities include: • Manage the visitor check-in/check-out process for the campus; • Attend training; • Contact an administrator with any questions or about any irregularities; and • Arrange with an administrator for a visitor escort when necessary.
Teachers and Staff	Teachers and staff will be informed about the visitor process and they will be asked to re-direct anyone on campus without a District or visitor badge to return to the front office for proper check-in.
Police Department	The District's Police Department responsibilities include:

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- Arrange for training of administrators and their designees regarding visitor check-in/check-out procedures to ensure consistency between Highland Park ISD campuses;
- Send each person required to register as a sex offender with children in a District school a letter at the beginning of each school year advising the offender of the requirements of state law and District policy;
- Notify the campus administrator about parents/guardians who are required to register as sex offenders;
- Communicate with the campus administrator when appropriate paperwork has been completed for visits by parent/guardian who are required to register as sex offenders; and
- Meet with each campus team to resolve initial program implementation issues.

Appeal

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