

Purpose

This regulation is issued by the Superintendent under Policy GKC(LOCAL) to establish procedures for campus visitors and for a visitor who is identified as a registered sex offender. It implements Policies GKC(LOCAL) and GKC(LEGAL) and applicable law. A campus administrator may impose additional safety measures as circumstances warrant.

Procedures for volunteers and field-trip chaperones are addressed under Policy GKC.

Definitions

In this regulation:

The terms “registered sex offender,” “premises,” and “school” have the meanings assigned in Policy GKC(LEGAL).

Standard operating hours means the hours during which the campus is conducting normal school operations.

Designee means an employee authorized in writing by the Superintendent or a campus administrator to act in a defined role under this regulation.

Parent means a parent, court-appointed managing or possessory conservator, or legal guardian of an enrolled student whose rights have not been limited by court order. A person acting under a power of attorney or a kinship or foster arrangement is included only to the extent documented to the campus.

Visitor Check-In

All visitors shall enter through the front doors and report to the main office. The posting of notices and the categories of persons to whom the visitor requirement applies are governed by Policy GKC(LOCAL).

A visitor shall:

- enter through the front doors and report to the main office;
- present an accepted form of identification;
- have a photograph taken for a visitor badge and wear the badge visibly at all times;
- exit through the front entrance and leave all exterior doors closed, latched, and locked throughout the school day;
- sign out and return the badge at the main office when the visit concludes; and
- comply with all applicable District policies and procedures.

A District employee visiting a campus to which the employee is not assigned shall follow the same check-in process but is not required to obtain a visitor photo badge if the employee is wearing a District-issued employee badge.

Identification

A visitor shall provide identification on the request of a District employee. Authority to eject a person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on District property is set out in Education Code 38.022(a), (a-1); see GKC(LEGAL).

Accepted forms of identification are:

- a valid driver's license (United States, Mexico, or Canada);
- a state-issued identification card (United States);
- an immigration visa;
- a Permanent Resident Card;
- a passport;
- a consular identification card; or
- a license to carry or handgun license.

Acceptance of a license to carry as identification does not authorize a person to bring a firearm or other prohibited weapon onto school premises. Penal Code 46.03.

Visitor Management System

The District maintains an electronic visitor-management system. Permitted uses of the system, including limits on data storage and dissemination and verification of a visitor's sex-offender registration status through the Department of Public Safety central database or another database accessible to the District, are governed by Education Code 38.022 and Code of Criminal Procedure 62.005; see GKC(LEGAL).

Visitor Unable To Be Cleared

If a visitor refuses the badge photograph or cannot be cleared through the visitor-management system, office staff shall not admit the visitor beyond the office and shall notify a campus administrator. The administrator may permit a supervised, limited visit; reschedule the visit; or decline entry.

Classroom Visits

A visit to an individual classroom, whether during instructional time or for a parent-teacher conference, shall be arranged in advance. The requirement of principal and teacher approval, and the limits on visits whose duration or frequency interferes with instruction or disrupts the normal classroom environment, are governed by Policy GKC(LOCAL). A visitor shall not record video or audio or take photographs or other still images in a classroom, whether in person or virtual, without the permission of the teacher or other school official. Policy FL.

Conduct

- A visitor shall not interfere with instruction or disrupt the normal school environment.
- A visitor shall demonstrate courtesy and appropriate conduct at all times.
- Disruptive behavior and violations of student privacy are prohibited.
- A visitor shall leave immediately when the purpose of the visit concludes.

Emergency Contact With a Student

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

Custody, Protective, and No-Contact Orders

When a parent provides, or the campus otherwise becomes aware of, a court order affecting custody, possession, access, or contact, the campus shall:

- keep a copy of the controlling order in the student's record and follow its terms;
- not deny a parent access based on the verbal claim of another parent, because a court order is required to restrict an otherwise-eligible parent (Family Code Chapter 153; Education Code 26.004);
- notify a campus administrator and, when a safety risk is indicated, the school resource officer (SRO) if a person subject to a protective or no-contact order is present or attempts prohibited contact; and
- document the interaction and any notification to law enforcement.

When orders conflict or authenticity is unclear, staff shall consult the campus administrator and District legal counsel before acting.

**Release and Pickup
of Students**

A student shall be released during the school day only to a parent, legal guardian, or an individual authorized by the parent or guardian in the District's records. Before releasing a student, staff shall verify the individual's identity through the visitor-management process and review any custody or possession order on file.

If an individual is not listed as a primary or emergency contact, the parent or guardian shall provide written permission for the release that includes a copy of the parent's or guardian's photo identification, and the individual shall present valid photo identification before the student is released. A campus administrator shall resolve any question or dispute regarding student release.

**Accommodations and
Language Access**

The District shall provide reasonable accommodations for a visitor with a disability and language assistance as needed so that a parent may participate in the visitor and conference process. Americans with Disabilities Act; Education Code 26.0081.

**Lockdown or
Emergency**

A visitor present during a drill or emergency shall follow the directions of staff and emergency responders and may be required to shelter in place. A visitor shall not be released from a secured area until a campus administrator or emergency responder authorizes release.

**University Students
and Student Teachers**

A university student or student teacher who seeks to observe instruction or complete required field-experience hours shall apply and be cleared through the Human Resources field-experience process before coming to campus. Once cleared, the person shall follow the campus visitor process on each visit.

Contractors

A contractor shall check in through the visitor-management process, wear District-issued identification, and remain only in authorized areas. Contractor criminal-history review is governed by Education Code 22.0834 and Policy CV; a contractor flagged through that review shall not be placed in contact with students. Emergency contractor access is permitted only when the contractor is accompanied by a District employee.

**Refusal of Entry and
Ejection**

A school administrator, SRO, or security personnel may refuse entry to or eject a person from District property if the person refuses to leave peaceably on request and:

- the person poses a substantial risk of harm to any person; or
- the person behaves in a manner inappropriate for a school setting and persists after a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

An appeal regarding refusal of entry or ejection may be filed under FNG(LOCAL) or GF(LOCAL). Education Code 37.105.

**Criminal-Trespass
Warning**

When refusal or ejection is warranted, an administrator or SRO may issue a criminal-trespass warning. A warning does not by itself terminate a parent's right to conduct necessary school business concerning the parent's own child; any continuing restriction on a parent shall be coordinated with the principal and, when appropriate, District legal counsel. Education Code 37.107; Penal Code 30.05; Policy GKA.

Special Programs

Representatives of patriotic societies and military recruiters shall be admitted in accordance with Policy GKC(LEGAL) and the visitor procedures of this regulation.

**Registered Sex
Offenders**

The following procedures apply when a visitor, including a parent, is a registered sex offender, and address the matters required by Policy GKC(LOCAL). These procedures apply in addition to the general visitor requirements above and to any greater restriction imposed by a court order or condition of probation.

Notice on Entry

The notice a registered sex offender must give to the school's administrative office on entering school premises during standard operating hours is required by Education Code 38.022 and Code of Criminal Procedure Chapter 62; see GKC(LEGAL).

Exceptions

Exceptions to the notice requirement are set out in Code of Criminal Procedure 62.065; see GKC(LEGAL). A currently enrolled student who is subject to registration shall be addressed through the student's individualized supervision plan and not under this regulation.

**Written Permission
Required**

Except when present solely to vote or to attend a Board meeting, a registered sex offender, including a parent, who wishes to visit District property shall first submit a written request to the Superintendent or designee and shall not enter District property unless and until written permission is returned. When permission is granted, the Superintendent or designee shall provide the campus administrator written notice stating the reason for and the expected duration of the visit.

**Identification and
Response**

Staff shall verify registration status through the visitor-management system or the Department of Public Safety registry. When a visitor is identified as a registered sex offender, office staff shall:

- ask the visitor to remain in the office;
- notify a campus administrator immediately; and

- ensure the visitor does not leave the office except when escorted by school personnel.

The campus administrator shall then:

- confirm the visitor's registration status;
- determine whether the visitor has written permission from the Superintendent or designee;
- determine whether the visitor is the parent of a student enrolled at the school; and
- determine, when possible, whether parental rights have been terminated.

Parental Rights

The District shall not independently remove or restrict the parental rights of a registered sex offender absent a court order or other legal restriction but may establish reasonable safety procedures while the person is on District property or at a District activity.

A parent who is a registered sex offender shall not be permitted on school property if parental rights have been terminated or if the person is prohibited from being present at school by court order or condition of probation.

Subject to the foregoing, a parent who is a registered sex offender shall be granted access only to transport the parent's child to or from school; pick up the child's assignments from the campus office; attend a scheduled meeting or conference concerning the child; attend a ceremony, competition, or performance in which the child is participating; or attend a field trip or other off-campus District-sponsored activity in which the child is participating.

Escort

A registered sex offender shall be escorted and directly supervised by a campus administrator or designee at all times while on District property. A person granted written permission shall report directly to the campus office to register, sign a form acknowledging and agreeing to these procedures, remain under escort throughout the visit, and sign out on departure. Staff shall ensure the person leaves District property immediately after signing out.

Field Trips and Off-Campus Activities

The written-permission requirements of this regulation apply before a parent who is a registered sex offender may attend a field trip or other off-campus District-sponsored activity in which the parent's child participates. The Superintendent or designee shall designate a campus administrator to supervise the person for the duration of the activity. The person shall report to the designated administrator on arrival, remain under that administrator's direct escort and supervision throughout, not move freely among students or other attendees beyond what the approved purpose requires, and be signed out by the designated administrator at the conclusion of the activity. The person shall leave the activity site immediately after signing out. The person shall not ride a District vehicle or bus transporting students and shall not serve as, or be counted as, a chaperone.

Access to Common Areas

A registered sex offender's movement shall be limited, under escort, to the route and areas necessary for the approved purpose. The person shall not remain in or move freely through common areas, including hallways, the

cafeteria, the library, the gymnasium, and playgrounds, beyond what the approved purpose requires.

**Access to
Classrooms**

A registered sex offender shall not be granted access to a classroom during instructional time except when escorted for an approved purpose, such as a scheduled conference, and shall not be placed in proximity to students beyond what the approved purpose requires.

**Drop-Off and Release
of Students**

A parent who is a registered sex offender may transport or pick up the parent's own child only in accordance with campus procedures and any applicable restriction. Unless otherwise approved in writing by the Superintendent or designee, the person shall remain in a vehicle during drop-off and pickup and shall not enter the campus building except for an approved, supervised purpose. The release-and-pickup requirements above also apply.

**Eligibility To Serve as
a Volunteer**

A registered sex offender is not eligible to serve as a volunteer, chaperone, driver, or supervisor in any capacity, on or off campus, for a District activity involving students, regardless of whether the person is a parent. See Policy GKG.

Staff Notification

The principal shall inform only those staff with a need to know, such as the teacher hosting a conference and front-office staff, that an approved visit by a registered sex offender will occur, in order to coordinate supervision.

Non-Parent Offenders

A registered sex offender who is not the parent or legal guardian of an enrolled student is prohibited from entering District property or attending a District-sponsored event unless expressly authorized by the Superintendent or designee and permitted by law.

**Board Meetings and
Voting**

A registered sex offender may attend a Board meeting by proceeding directly to the posted meeting site, remaining there, and leaving District property immediately afterward. A qualified voter who is a registered sex offender may vote during voting hours at an official on-site polling place by proceeding directly to the polling place and leaving immediately afterward.

Enforcement

When a campus administrator determines that a registered sex offender is on District property without written permission, the administrator may escort the person off District property, notify law enforcement, or both.

Appeals and Records

A person denied written permission, or dissatisfied with the conditions imposed, may request reconsideration in writing to the Superintendent or designee. The District shall retain copies of written requests, permission letters, acknowledgment forms, and visit logs in accordance with the District's records-retention schedule.