
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 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 registered 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.

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.

COMMUNITY RELATIONS
VISITORS

GKC
(REGULATION)

<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 at Registration	When any visitor, including a parent, is identified as a registered sex offender during visitor registration, the office staff will: <ol style="list-style-type: none">1. Ask the visitor to remain in the office;2. Notify a campus administrator immediately; and3. 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: <ol style="list-style-type: none">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.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 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: <ol style="list-style-type: none">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; and5. 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: <ol style="list-style-type: none">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.

COMMUNITY RELATIONS
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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.

School personnel will ensure that the registered sex offender leaves school property immediately after signing out.

Registered Sex
Offender Not
Permitted on District
Property

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.

Appeal

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