

VISITORS TO THE SCHOOLS

GKC(R)

GENERAL RULES FOR VISITORS

The following guidelines apply to visitors to the schools:

1. All visitors, including media, to a campus must first report to the office.
2. Persons wishing to visit a classroom, either during instruction or for a parent/teacher conference, must make arrangements in advance with the principal and the teacher.
3. The school will provide a designated waiting area in the front of the building for parents to pick up children at the end of the school day; passes are not required while in this area.
4. Anyone needing to go beyond the waiting area must register at the office and receive a pass.
5. Passes must be worn by visitors at all times and returned to the office when the visitor signs out.
6. All school employees will assist in the enforcement of the requirement for visitors to wear passes.
7. When office personnel deem it necessary for a visitor to meet immediately with a classroom teacher without being issued a pass, the visitor will be escorted to and from the classroom by a member of the office staff and or Security Personnel.
8. In an emergency, when it is necessary for a visitor to meet with a student, the principal or designee will call or bring the student to the office.

ASSEMBLY PROGRAMS

Any visitor attending an assembly program must proceed directly to the auditorium for seating, unless issued a pass to join a student proceeding to the assembly from a classroom.

ACADEMIC OBSERVERS University students or professors, or other persons wishing to observe instruction for academic purposes must make arrangements in advance with the principal and the teachers in the classroom to be observed.

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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 voting visitors.

REGISTERED SEX OFFENDERS

Unless present for the purpose of voting or attending Board meetings, 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.

REQUEST TO VISIT DISTRICT PROPERTY

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.

IDENTIFICATION AT REGISTRATION

When any visitor, including a parent, is identified as a registered sex offender during visitor registration, the office staff will:

1. Ask the visitor to remain in the office;
2. Notify a building administrator immediately; and
3. Ensure the visitor does not leave the office without being escorted by school personnel.

CONFIRMATION

When a building administrator is notified that an identified Sex offender is on campus, he or she will:

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.

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:

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; and

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5. 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 is:

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 OFFENDERS 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 administrative office for visitor registration.
2. Be escorted and directly supervised by school personnel For the duration of the visit; and
3. Sign out at the campus administrative office upon departure.

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

REGISTERED SEX OFFENDERS 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 meetings 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.

ELECTIONS

A qualified voter who is a registered sex offender is permitted to vote during voting hours 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.

APPEAL

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