

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus main office. This shall apply to parents or guardians, 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 BBE(LOCAL) for visits to District facilities by Board members.]

General Rules for
Visitors

The District promotes parent participation and involvement on campuses and encourages parents or guardians to visit their child's campus or classroom. A campus administrator or teacher may not restrict parent visits to certain days of the week, except for such days when testing is being administered or where safety is of concern. In order to protect the security of District students and staff, the learning environment, and students' privacy rights, all visitors, including parents or guardians, shall be required to conform to the following.

Each visitor shall:

1. First report to the main office, present a valid driver license or other acceptable identification, sign in and state the reason for the campus visit, and obtain a visitor's name badge.
2. Wear the visitor's name badge so that it is visible during the entire visit to the campus. School employees shall be responsible for assisting with the enforcement of this requirement.
3. When planning to visit a classroom, make arrangements in advance with the principal and the teacher. A parent or guardian may suggest a date and time for a classroom visit. Unless the visit is prohibited as provided below, the teacher or principal may either agree to the suggested date and time or offer an alternative date and time.

Classroom visits shall not be permitted if:

- a. The visitor has been disruptive to the normal school or learning environment;
- b. The duration or frequency of the visits interferes with the delivery of instruction or disrupts the normal school environment; or
- c. The requested visit involves a third party, other than a school official or parent or guardian, observing a classroom occupied by students.

COMMUNITY RELATIONS
VISITORS

GKC
(LOCAL)

4. Obtain prior approval from the Superintendent or designee before being permitted to disseminate information to students or staff while on District property. Visitors shall not be permitted to solicit, proselytize, or recruit for fund-raising activities, religious groups, youth groups, or political causes while on school property.
5. Wear appropriate attire when visiting District schools. Such attire shall generally conform to the dress code outlined in District policy and administrative regulation for students and staff. [See DH and FNCA]
6. Avoid inappropriate physical contact with students.
7. Consent to a criminal history background check if regular visits to schools or direct interaction with students is anticipated or requested.

Media
Representatives

All media representatives shall be required to arrange visits to school campuses with the director of communications at the Caruth Administration Center.

**Registered Sex
Offender on a School
Campus**

Names of all visitors shall be processed through a database containing the names of registered sex offenders. Notwithstanding any provision or policy to the contrary, a visitor who is verified to be a registered sex offender shall not be allowed general access to a campus. A current student's parent who is a registered sex offender shall be allowed access to his or her child's records, teacher, and campus administrators by making an appointment with the campus principal.

Attendance at
Certain Events

In specific circumstances involving special events, campuswide events, or grade-level events, when the campus administration determines that an exception to the requirement for verification through the sex offender database is necessary to expedite visitor check-in, visitors may be allowed to report to the main office, sign in, and proceed directly to the location of the event. In this situation, visitors shall not be permitted to go to any other portion of the building without supervision by school personnel.

**Polling Station on
School Grounds**

Voters who are proceeding only to and from polling stations shall not be required to obtain visitor badges or passes; however, during school hours, school personnel shall monitor and assist the flow of voters.

**Recruiters on
Campus**

The following guidelines shall apply to recruiters on District campuses:

1. All recruiters shall first report to the campus main office to obtain a visitor's badge each time they visit school property.

2. The principal shall designate specific areas on each campus for recruiting purposes. Recruiting may not occur at school athletic events or other school-sponsored events, unless specifically authorized by the principal.
3. Recruiters shall not continue ongoing contact when a student makes it clear by speech or other conduct that contact with the recruiter is unwelcome. In no event may recruiters meet with a student under the age of 18 years off campus without written consent submitted to a campus administrator by the student's parent or guardian.
4. Evidence of a parent's or guardian's intent to provide directory information upon request shall be respected. [See FL]
5. The Armed Services Vocational Aptitude Battery (ASVAB) test shall be administered according to the same terms and conditions as other aptitude tests administered within the District. District schools shall select "Option 8" on the ASVAB test prior to the administration of the ASVAB at the school to ensure consistency with the opt-out provisions for release of contact information to the military.
6. Recruiting of any kind shall not be permitted at a time, place, and manner that disrupts classroom instruction. Recruiting in a classroom or other designated space shall be acceptable if it is at the invitation of authorized school personnel and part of a school-approved program.
7. Schools shall allow information regarding recruiting, including recruiting by the military and those advocating alternatives to the military, to be made available to students in an equivalent manner and location.
8. Recruiters shall not solicit student contact information directly from a student or require such information as a condition to participate in an activity or to receive an award or gift.

**Failure of Visitor to
Comply with General
Rules and
Guidelines**

If a visitor fails to comply with the general rules or guidelines set out in this policy, the principal or other campus administrator may deny the visitor access to the campus in accordance with law. If a military recruiter fails to comply with the guidelines set out in this policy, the principal or other campus administrator may contact the military recruiter's supervisor to report the failure to comply and request that such individual not return to the campus.