

VISITING SCHOOL
FACILITIES

The District is attempting to provide an environment for children, employees, and patrons so that the District can make available to students the best possible educational opportunities and resources. This regulation establishes the guidelines to be followed in relation to visiting school facilities.

1. Identification shall be required of any person on school property. School property is any property owned by the District or over which the District or its personnel exerts lawful authority, including property visited by students in connection with a school-sponsored activity, such as a field trip or extracurricular activity. School personnel may refuse to allow persons having no legitimate business to enter school property, and may eject any person from the property upon his or her refusal to leave peaceably on request. [See also GKA]
2. Any or all persons not regularly assigned to a campus or other District facility or officially authorized to be on the campus or facility will be considered to be visitors and will be required to follow the procedures outlined in this regulation.
 - a. Between 8:00 a.m. and 3:45 p.m., visitors will be permitted to be on a school campus for:
 - (1) Conference with school personnel concerning their child or children or other District business;
 - (2) Attending a school- or District-sponsored event;
 - (3) Attending PTA meetings or other PTA functions;
 - (4) Voting or acting as voting officials;
 - (5) Emergency reasons relating to the safety or security of a child or children; or
 - (6) Other reasons acceptable to the principal or the principal's designee.
 - b. District employees will be permitted to be on a school campus when conducting school business within the responsibilities of their District job assignments.
 - c. Visitors will be permitted on school campuses or other District facilities outside of normal school or working hours for:
 - (1) Conference with school personnel or other District business;
 - (2) Attending a school- or District-sponsored event;

COMMUNITY RELATIONS
VISITORS ~~TO THE SCHOOLS~~

GKC
(REGULATION)

- (3) Attending PTA meetings or other PTA functions;
 - (4) Voting or acting as voting officials;
 - (5) Use of school facilities available to the public when the facilities are not in use for school activities;
 - (6) Attendance at a function of an organization that has obtained permission for the use of the District facility;
 - (7) Emergency reasons relating to the safety or security of a child or children; or
 - (8) Other reasons acceptable to the principal or the administrator in charge of the District facility.
- d. During normal working hours, a visitor will be permitted on a school campus or other District facility when designated by a school employee as his or her official representative at a conference or hearing or at a grievance or administrative review proceeding.
 - e. When visiting a school campus, all visitors and District employees without official identification badges will be required to sign in and obtain guest badges at the principal's office. Upon completion of their visit, guest badges shall be returned to the principal's office and visitors shall be required to sign out.
 - f. Visitors and District employees will be permitted to be on the premises of other District facilities when in the process of conducting business related to the normal operating procedures of the facility or office.
 - g. When there are large group functions such as PTA meetings, athletic events, music programs or when determined by the principal or the principal's designee to be inappropriate, the sign-in/sign-out procedures will not be required.
3. Any person on a school campus or at a school facility who does not qualify as a visitor as defined above has no express or implied authority or permission to be on the property.

DISTRIBUTION AND
SALE OF MATERIALS
ON DISTRICT
GROUNDS

The following shall apply:

1. Distribution of handbills, brochures, advertisements, and other materials to teachers and students from outside agencies

must be cleared with the office for communication **ENGAGEMENT** ~~and business partnerships~~, and under the direction of the principal.

2. Distribution of materials that promote political campaigns is not permitted.
3. Only school personnel and/or authorized salespersons may conduct sales on school campuses.

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