

Please review these TASB Policies and Follow Procedures as Required

**1. SAFETY PROGRAM/RISK MANAGEMENT CK (LOCAL) DATE ISSUED: 3/9/2014
ADOPTED: 1 of 1 UPDATE 99 CK(LOCAL)-A**

The Superintendent or designee shall be responsible for developing, implementing, and promoting comprehensive safety programs designed to address the safety of students, employees, visitors, and all others with whom the District conducts its business.

**2. COMMUNITY RELATIONS GKC VISITORS TO THE SCHOOLS (LOCAL) DATE ISSUED:
8/30/2007 1 of 1 UPDATE 81 GKC(LOCAL)-A ADOPTED:**

- **Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, 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.**
- **Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.**
- **MANDATE FOR VISITORS**
 - **IDENTIFICATION:** A district may require a person who enters a district campus to display the person's driver's license or another form of identification containing the person's photograph issued by a governmental entity
- **VISITOR DATABASE:** A district may establish an electronic database for the purpose of storing information concerning visitors to district campuses. Information stored in the electronic database may be used only for the purpose of school district security and may not be sold or otherwise disseminated to a third party for any purpose.
 - **LOCAL POLICY:**
 - **Signs on each entrance will be displayed indicating where & how visitors are to gain admittance to the facility.**
 - **Each Visitor (parent, service provider, etc) will present an official photo ID to the campus secretary. If admitted to any student areas or common hallways visitors will be issued a Visitor's Badge indicating who they are visiting and/or for what purpose. If visitors are only admitted to front offices (i.e. principal's or superintendent's office), they are not required to wear a badge.**
 - **Visitors will be escorted through the hallways.**
 - **All staff members will wear the District Allocated ID Badges at all times while in the district**
 - **Unknown visitors to the Elementary Campus will be scanned through a Criminal Database**
 - **All visitors will sign in at the front desk, provide phone number, purpose of visit, and will sign out upon leaving the facility.**

- [**SIGN IN & OUT SHEET Click Here**](#)
 - These sheets are to be dated and kept as documentation of visitors to each facility.
 - All Service Providers must be escorted to their service area and must sign out upon leaving facility.
- **SEX OFFENDERS:** A district may verify whether a visitor to a district campus is a sex offender registered with the computerized central database maintained by the Department of Public Safety as provided by Code of Criminal Procedure 62.005 or any other database accessible by the district.
 - A board shall adopt a policy regarding the action to be taken by the administration of a school campus when a visitor is identified as a sex offender. Education Code 38.022
- **MILITARY RECRUITERS' ACCESS TO STUDENTS:** Each district receiving assistance under the ESEA shall provide military recruiters the same access to secondary school students as is provided generally to institutions of higher education or to prospective employers of those students. 20 U.S.C. 7908(a)(3)

3. [REGISTERED SEX OFFENDERS ON DISTRICT PREMISES](#)

The Superintendent, working with campus administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders.

These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

4. [PEACE OFFICER & HANDGUN POLICIES](#)