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**Note:** See BBE(LOCAL) for visits to District facilities by Board members.

See CJA regarding background checks for visitors who may be considered contracted services.

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### **General Rules for Visitors**

Only those persons who have proper authorization shall be allowed to enter and to remain on school campuses.

1. The principal shall ensure that prominent notices are displayed at all entrances to the school facilities which announce that all visitors shall report to the main office.
2. Visits to classrooms and other areas such as the gymnasium, playground, cafeteria, etc., shall be permitted only with the principal's or designee's approval.
3. Visits shall not be permitted if their duration or frequency disrupts the normal school environment or the delivery of instruction.
4. The principal shall follow the Visitor Management System procedures outlined below with regard to authorizing visitors.
5. The principal has the authorization to refuse entry to any person(s). [Board policy GKA (LOCAL)]
6. The principal shall ensure all staff who are assigned to the campus have a Coppell ISD photo ID visible while on campus.

### **DISRUPTIONS**

1. Animals: Visitors are not allowed to bring animals on campus unless authorized by the principal.
2. Communication Devices: Visitors possessing communication devices, including but not limited to cell phones, pagers, walkie-talkies, tablets, etc., on the campus or property or at any District-sponsored event or any school-related activity, on or off school property may be required to disable the device. Those who refuse to disable or silence the communication device may be asked to leave the campus event/activity peacefully upon request by the appropriate authority and are subject to removal from the premises. Persons working in the capacity of a mentor/volunteer in campus instructional settings may also be required to disable all communication devices so as not to disrupt instructional time.
3. Threatening/Disruptive Behavior: The principal has the authority to refuse entry to any person(s) and to request any unauthorized person(s) engaging in unacceptable conduct to leave the school grounds. [Board policy GKA (LOCAL)]

### **DOOR ACCESS CONTROLS**

Front door access controls have been installed at all campuses. This system includes the use of a camera, intercom, and buzzer to request access

into the building. All exterior doors shall remain locked, and visitor access will only be available through the main front entry.

*Procedures Before School Begins*

- The front doors will open at least 20 minutes prior to the first bell. Students should enter through the campus' designated arrival doors and proceed to the cafeteria for breakfast or to the designated location to wait until they are dismissed to class.
- Parents and other visitors must report to the front office to sign-in and receive a visitor badge to wear before entering the building. Upon leaving campus, they must stop by the front office to sign-out and return their visitor badge.

*Procedures During the School Day*

- During the school day, visitors and students must request entry into the building by pressing the intercom button.
- After a visitor pushes the intercom button, office personnel will greet and welcome the visitor and ask for their name and their reason for requesting entry. Do not automatically buzz-in unknown visitors into the school without any verbal and visual screening.
- Upon making a visual determination and the visit meets school/site criteria, office personnel will unlock the "entry door" to allow access.
- Visitors must go directly to the office to sign-in and receive a visitor badge to wear while on campus. Office personnel should again greet and welcome the visitor while visually screening.
- Students who arrive late must report directly to the front office to sign-in and receive a late pass.

*Procedures at the End of the School Day*

- Parents should wait outside the building to pick up their child. Parents or other visitors wanting to enter the building are required to report to the front office to sign-in and receive a visitor badge to wear while on campus.
- The front doors will remain locked after the end of school. As long as the front office is open, parents and other visitors must press the intercom button to request entry.

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 badge 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 person required to register as a 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 sex offender registration status.

*Exemption to  
Notification  
Requirements*

A written agreement and exemption to notification requirements may be granted by the Superintendent in accordance with law. [See GKC(EX-HIBIT)]

Identification and  
Check-In

When any visitor, including a parent, is required to register as a sex offender, the office staff will:

1. Ask the visitor to remain in the office;
2. Notify a campus administrator immediately; and
3. Ensure that the visitor does not proceed further on school property without being escorted by school personnel.

Confirmation

When a campus administrator is notified that a person required to register as a sex offender is on campus or requesting access to the campus, the administrator will:

1. Contact law enforcement, if necessary, to confirm that the visitor is required to register as a 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 person required to register as a sex offender and who is a parent of an enrolled student will only be given access to a school campus for the purpose of:

COMMUNITY RELATIONS  
VISITORS

GKC  
(REGULATION)

1. Transporting the parent's child to or from school;
2. Picking up assignments from the campus administrative office for the parent's child;
3. Attending scheduled meetings or conferences with school personnel to discuss matters related to the parent's child;
4. Attending ceremonies, competitions, or performances in which the parent's child is participating; and
5. Serving as a volunteer in the child's classroom under constant, direct supervision by District personnel.

A parent who is required to register as a sex offender will not be permitted on school property if:

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  
Offender Permitted  
on District Property

When a person who is required to register as a sex offender has written permission to visit District property, the individual must follow the procedures below:

1. Go directly to the campus main office to follow campus visitor procedures and immediately notify staff of the individual's sex offender registration status, unless the individual has a written agreement with the District that provides an exemption from the requirement to notify staff of registration status;
2. Complete a form that acknowledges receipt of District and campus rules and that indicates agreement to abide by the rules;
3. Be escorted and directly supervised by school personnel for the duration of the visit; and
4. Sign-out through the visitor management system at the campus main office upon departure.

School personnel will ensure that any person who is required to register as a sex offender leaves school property immediately after signing out.

Registered Sex  
Offender Not  
Permitted on District  
Property

If the campus administrator determines that the person who is required to register as a sex offender is on District property without written permission, the administrator may:

1. Escort the person off school property; and/or
2. Notify law enforcement of the incident.

**School Board  
Meetings**

A person who is required to register as a sex offender is permitted to attend any Board meeting outside the standard operating hours of the school if the person 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 required to register as a sex offender is permitted to vote at an official polling place on District property, including a school, if the voter goes directly to the polling place and then leaves immediately after voting. The District is not permitted to conduct background checks on individuals who come on school property solely for the purpose of voting.

However, if a voter who is required to register as a sex offender remains on school property or wishes to enter another school area that is not a polling place, the individual must then report to the main office and provide notifications to administrators as required by law and Board policy. A District is then permitted to run a background check in accordance with law and Board policy for all visitors.

**Visitor  
Management  
System**

Coppell ISD has deployed a visitor management system as part of its responsibility to provide a safe school environment for its students and staff. The system allows schools and facilities to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The overall goal is to better control access to Coppell ISD schools, thus providing enhanced protection for our students and staff. Coppell ISD considers parents as partners in their children's education and encourages parents to actively participate in their children's education and school, while maintaining a safe learning environment for all. For the purpose of this administrative regulation, "Campus Administrator" or "Campus Administration" collectively refers to the campus principal, campus assistant principal, or the campus principal's identified designee.

**GENERAL PROCEDURES**

1. All campuses will use the visitor management system during school hours on all days that the campus office is open.
2. The access rules do not apply to persons attending athletic contests, assemblies, open houses, parent nights, school performances, ceremonies, field day, or other events to which the general public is invited.
  - It will be up to the discretion of the campus administration to use the visitor management system or a paper-based sign-in system for visitor check-in for Events and Assemblies held during the school day.

3. Principals need to ensure their staff are trained on visitor check-in procedures.
4. Principals and staff need to ensure that all persons who are not assigned to the campus have a current visitor's badge or Coppell ISD photo ID visible.
5. All Coppell ISD staff members are responsible to question any person on campus who does not have an official Coppell ISD photo ID visible or a visitor badge with current date. If the person does not have a badge, s/he should be escorted to the administrative office by a Coppell ISD staff member to ensure that the person follows visitor processing procedures.
6. Children should be dropped off and picked up in the designated areas. Parents and other visitors will not be able to escort their children to classrooms for pickup and/or drop off unless they have permission to do so from the campus principal (i.e. first day of school). Each elementary campus should have a procedure for staff to meet younger students and assist them to class each morning.
7. If a parent needs to visit a classroom for a scheduled visit such as a conference, then s/he needs to follow the process outlined in this procedure.
8. When the visitor arrives, s/he will be greeted, welcomed, and asked about the purpose of the visit. If the purpose of the visit meets school/site criteria, then the visitor will be asked to sign into the visitor management system with their photo identification.
9. If the visitor has no alerts indicated on the database, the visitor management system will issue a visitor badge (visitor's will be asked to select a destination during check-in). If a CISD staff member must handle a visitor's photo ID, the staff member will keep the individual's ID in plain view, to reduce concerns that anyone might be copying personal information.
10. If the visitor does not have acceptable photo identification available, the campus administrator on duty will be called to assess the situation. If the administrator determines the visitor is known and has legitimate reason to be on campus, the administrator or designee will manually enter the visitor's information into the system, and advise the visitor to obtain proper photo identification, such as a valid driver's license from any state, an official state photo identification card from any state, military identification card, US Passport card, or a consulate card for future visits. The administrator will determine if the visitor needs to be escorted by a designee during the visit.
11. The visitor will return to the office to check out when leaving the campus. The visitor will be instructed to return the visitor badge to the designated office personnel to check him/her out of the visitor management system. Once the visitor has been signed out of the system, the

badge should be torn thoroughly so it cannot be reused. If a visitor forgets to check out, the system will automatically check him/her out at the end of the day.

### **VISITOR CATEGORIES**

#### *Substitute Teachers and COPPELL ISD Employees Not Assigned to a Campus*

- COPPELL ISD employees and substitute teachers who have an official Coppell ISD photo ID visible will not be required to sign-in and out using the visitor management system.
- COPPELL ISD employees and substitute teachers who do not have a Coppell ISD photo ID visible will be required to scan their Driver's License or state issued ID Card to receive a visitors' badge.

#### *Parents/Guardians of Students at the School/Facility*

- All parents/guardians attempting to gain access to the school/facility will present a valid driver's license from any state, an official state photo identification card from any state, military identification card, US Passport card, or consulate card. If photo identification is not scannable by the visitor management system, then the information should be manually entered. Parents/guardians refusing to produce such ID may be asked to leave the school/site as their identity cannot be verified. School principals and administrators may allow limited access based on their personal understanding of the situation and/or knowledge of the person in question. Such persons, however, should be manually entered into the system by the campus administrator or designee and escorted by an administrator or designee for the duration of their visit.
- School staff members conducting visitor check-in and scan processes will verify scan results and verify the nature of the visit. If the offender check is negative and the visit meets school/site criteria, the visitor will be allowed appropriate access after receiving an appropriate visitor's badge. If a child or children are accompanying the adult visitor, remind the adult that the child or children must stay under their supervision at all times. No badge needs to be issued for a child accompanying an adult.
- The visitor will return to the office to check out when the visit is completed. Each visitor will be asked to surrender the badge and be checked out of the system. The badge will be thoroughly torn, so that it cannot be reused.

#### *Student from a Different Coppell ISD Campus*

- Have the student manually enter their name into the system after student presents their campus ID card. Print a badge as normal if no match is found.

#### *Volunteers*

- Volunteers must be approved through the Coppell ISD volunteer criminal history background check.

- Approved volunteers will present any of the following for scanning purposes: 1) a valid driver's license from any state, 2) an official state photo identification card from any state, or 3) military identification card (for manual entry).

*Law Enforcement/Emergency Responders/Government Officials*

- Law enforcement and other first responders should bypass the sign-in process if responding to an emergency.
- Law enforcement and other government personnel on official business should be asked to present ID similar to other visitors. However, these visitors have an option to show their photo ID badge or state-issued identification that can be manually entered, on request.

*Vendors/Contractors/Others*

- All vendors, contractors and other visitors not assigned to the particular school will be scanned into the system on each visit to the school/site.
- School personnel conducting visitor check-in and scan processes will verify scan results and verify the nature of the visit. If the scan is negative and the visit meets school/site criteria, a badge will be printed and he/she will be allowed appropriate access.
- If the offender check comes back with a positive match, this person will be asked to leave the campus. If this person is affiliated with Coppell ISD as a vendor or contractor, please immediately contact the Coppell ISD Coordinator of Safety and Security.

*Board Members*

- Board Members must notify both the Superintendent and campus administration prior to being on campus, unless Board Member is attending a campus function to which they have been invited.
- Board Members must ensure the visits do not impede the delivery of instruction in the classroom. Visits to individual classrooms during instructional time will require the principal of the campus and the classroom teacher's approval.
- Board Members should wear their name badges and follow all campus check in procedures.
- All visits are to be escorted or directed by a staff member designated by the principal.
- Board Members are encouraged to know staff members but are never to give staff members directives. Do not attempt to solve problems or make promises.

*CISD Badge Legend*

<u>Color</u>	<u>Group</u>
Red	CISD Staff
Green	CISD Substitute
Yellow	Durham Bus Driver / Aide
Blue	Contractor / Vendor
Gray	CISD Board Member
Gold	Senior Citizen VIP Pass for CISD Events

### **MATCH WITH THE DATABASE**

The database will show a match if the visitor has the same name and birth year as that of a person required to register as a sex offender. In some cases, the match may be a false positive. To determine if this match is a false positive, please do the following:

- Compare the picture from the identification to the picture from the database.
- If the picture is unclear, check the date of birth, middle name, and other identifying information, such as height and eye color.
- The visitor management system will have a screen for you to view and compare the photo of the visitor with the photo of the person on the sex offender registry.
- If the pictures or identifying characteristics are clearly not of the same person, press NO on the screen.
- The person will then be issued a badge and general procedures will be followed.

If it appears there is a *match*:

- Compare the ID with the database. If they appear to be the same person, press YES. A screen that says, "Are you sure?" will pop up, press YES again.
- Remain calm and ask the person to take a seat, as a school administrator must approve the visit. Do not go into detail or give further explanations. Immediately seek a campus administrator to assist you, but do not say why you need his/her assistance.
  - The visitor may ask for his/her ID back and want to leave – comply with this request.
  - If the individual becomes agitated or you fear for your safety, follow your normal emergency procedures for summoning assistance.
- Follow the procedures under Registered Sex Offender

### **POWER/INTERNET CONNECTION FAILURE**

In the event there is no power or internet service, please verify visitor from their ID and use paper logs. The logs should be entered into the visitor management system once the power or internet service has been restored.

### **Appeal**

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

[GKC \(Regulation\) Exhibits](#)