

Visitors to the Schools

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. ~~Persons visiting the District's school shall do so under the following guidelines:~~

- ~~1. Visits shall not interrupt the instructional program for students; i.e., teaching, testing, etc., and shall be scheduled in advance unless authorized by the Principal/designee; and~~
- ~~2. Visitors shall report immediately to the Principal's office upon entering the school to identify themselves and declare their purpose for visiting.~~

All visitors must report immediately to the Principal's office upon entering the school, identify themselves, sign in using the District visitor management/visitor pass system unless directed otherwise by the building Principal/designee, and declare their purpose(s) of visiting.

REGISTRANTS

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
 - a. A sex crime; or
 - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Visitors to the Schools**REGISTRANTS (CONTINUED)**

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

TOBACCO USE

No school visitor is permitted to use any tobacco product at any time, including non-school hours. Visitors include school volunteers, contractors or other persons performing services on behalf of the District. Tobacco use is prohibited in any building or on any property owned or operated by the Board including, but not limited to:

- In any building, facility or vehicle owned, leased, rented or chartered Covington Independent Public Schools; or
- On any school grounds and property-including athletic fields and parking lots-owned leased, rented or chartered by Covington Independent Public Schools.

Visitors to the Schools**TOBACCO USE (CONTINUED)**

Tobacco is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, electronic cigarettes, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, vaping or any other use of tobacco products.

Visitors discovered using tobacco products while on school property shall be asked to refrain from use and be reminded that this is a tobacco free campus.

TRESPASS WARNING

A Principal may request, in writing, to the Superintendent/designee to send a do not trespass warning to any person who:

1. Violates this policy;
2. Is physically or verbally abusive to any student or employee;
3. Creates a substantial disruption to the education process; or
4. Creates a physically or emotionally unsafe environment for students or employees.

Should the Superintendent/designee approve the request, a letter will be sent by certified mail to the person who is being warned not to trespass. A letter may also be served in person by any employee of the District or by any peace officer. A copy of the letter will be provided to local law enforcement. Any person who is warned not to trespass may appeal the decision to the Superintendent by notifying the Superintendent within ten (10) days of the receipt of the letter. The Superintendent may uphold or change the recommendation. Should any banned person have a student enrolled in the District, that person may attend meetings regarding their student with advance permission from the Superintendent, Principal, or designee. An administrator from the school and/or District office will attend the meeting. Arrangements for pick up shall be coordinated between the Superintendent, Principal, or Superintendent's designee, and the person receiving the trespass warning.

ACCOMMODATION

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Use of power driven mobility devices
- Event ticket sales accommodation
- Use of service animals
- Companion seating at events

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

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REFERENCES:

KRS 17.545; KRS 17.500; KRS 17.510
KRS 160.380; KRS 211.394, KRS 211.395; KRS 600.020
OAG 91-137
P. L. 114-95, (Every Student Succeeds Act of 2015)
Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

05.3; 09.227; 09.3211; 09.426

DRAFT 2 — Final Reading