

Administrative Regulation Updates – 11/1/2010

Campus Celebrations

Edible birthday treats (not applicable to classroom parties):

- Texas Department of Agriculture and Keller ISD understand that celebrating student birthdays is a time-honored tradition that provides the opportunity for student recognition.
- Foods otherwise restricted by the Foods of Minimal Nutritional Value requirements are permitted in classroom student birthday recognitions (example: cupcakes, cookies).
- ***Due to the high number of students with food allergies and/or health conditions, only store bought food items with ingredients listed can be provided to students without principal approval.***
- Treats may only be offered to students at a time after the lunch period determined by the classroom teacher that does not disrupt the learning and does not replace a nutritious lunch.
 - Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.
- ***Students will not be required to accept a treat. Treats will be delivered in a manner that allows for student choice.***
- ***Although Keller ISD allows birthday treats to be brought to school according to these guidelines in grades PK-4 only, parents are encouraged to avoid food if possible due to the high number of students with food allergies or health conditions.***

Gifts and Invitations:

- Gift Delivery: Any gifts delivered to school for students (i.e. balloons, candy, flowers, etc.) will be kept in the office until the end of the school day unless otherwise approved by campus administration based on the quantity of deliveries on special days.
- Non-birthday gifts/treats: Items brought by students/parents not associated with a PTA or school sponsored event or birthdays are not to be distributed to students at any time by school staff. They will be placed in a common area of the classroom and students will be able to voluntarily accept upon exiting the classroom at the end of the school day. Parents wishing to distribute to staff (i.e., cards, flyers, event invitations) must go through campus administration and/or KISD communications department.
- ***Party Invitations: Personal party invitations may only be given to the entire class, all girls, or all boys within a classroom during the school day. No party invitations will be distributed to other classrooms/students during the school day. Teachers are not responsible for distributing invitations.***
- Teacher Gifts: During Teacher Appreciation Week, holidays, or special occasions, individuals or parent groups may not send out any correspondence from the campus to school parents requesting specific donations.

Campus Parties:

- Texas Department of Agriculture allows schools three exemption days from following the FMNV requirements.
- Two of these three days may be used for campus parties hosted by the PTA or Boosters.
- The third day may be used at the discretion of the principal based on campus events and/or traditions.

- ***Class or holiday parties are limited to approximately 60 minutes in length (including set-up) as determined by the principal and should be scheduled at a time in which there is minimal disruption to the school day.***
- Only grades PK-6 are allowed to have class or holiday parties.

Visitors – Campuses and Education Center

Operational Definitions:

Visitor - Anyone at a district facility without a district-issued photo identification badge and an identified district need for being on campus.

Non-Guardian Visitor – A visitor as defined above who is not the parent or guardian of a student on the campus.

Raptor/V-Soft System – This system is an electronic visitor sign-in system that uses the name and birth date information to perform a search against publicly available national sex offender registries to determine whether the person seeking entry to a school campus is a sex offender. The system does not perform any other criminal history record search other than the search for the sex offender status. The Raptor system creates an electronic photo image of the first and last name, date of birth, and photograph located on the front of the driver’s license/ identification card. The system uses this information to create a name badge with the visitor’s full name, date, picture, and destination printed on the badge. The photograph on the front of the identification card is used for staff to verify the physical appearance of the person seeking access to the campus. The visitor badge allows school staff to quickly identify those who have authorization to be on campus.

General Information:

- ***All non-guardian and first time visitors are required to provide a state-issued form of photo identification prior to entering district facilities during the school day. Once a guardian has initially had their driver’s license/identification card scanned each year, they are identified in the system and do not need to rescan their identification each time they visit that school year unless requested to do so by campus administration. They are still required to sign in at each visitation.***
- ***In the event that a parent/guardian only does not have a state ID, they may visit a facility with an employee escort.***
- ***Name badges must be worn by visitors at all times and returned to the office when the visitor signs out except in special events as directed by this regulation.***
- ***Anyone at a district facility without a district-issued photo identification badge, or a visitor name badge generated by the Raptor system with the current date, must be escorted to the front office/receptionist.***
- All district/campus employees will assist in the enforcement of the requirement for visitors to wear name badges.

- When office personnel deem it necessary for a visitor to meet immediately with an employee without being issued a pass, the visitor will be escorted to and from the location by a designated employee.
- Persons wishing to conference with an employee must make arrangements in advance to ensure availability.
- Any refusal to comply with the visitor guidelines as outlined in this regulation should result in immediate campus/facility removal.

Parents/Guardians:

- Classroom visits
 - Parents/guardians wishing to visit a classroom, either during instruction or for a parent/teacher conference, must make arrangements in advance with the principal and/or the teacher.
 - Parent/guardian observations must be arranged through the campus principal and teacher. They are limited to 30 minutes in duration and may not interfere with the instructional process, interview teachers, or tape/video/photograph. A limit of one adult guest is allowed.
 - Parents/guardians needing to go beyond the waiting area must register at the office and receive a pass.
 - Parents/guardians who are identified as a registered sex offender are not allowed to volunteer in classrooms or volunteer for any event in which students will be participating.
- Picking up student(s)
 - The school will provide a designated waiting area in the office/lobby for parents to pick up children; name badges are not required while in this area unless otherwise requested by the campus.
- Events/Emergencies
 - In an emergency, when it is necessary for a visitor to meet with a student, the principal or designee will call or bring the student to the office and remain with the student as appropriate.
 - Parents/Guardians who are identified as registered sex offenders are not allowed on any campus without making prior arrangements with campus administration. Campus administration must accompany the parent for the duration of their visit.

Non-Guardian Visitors:

- Any non-guardian visitors identified as registered sex offenders are not allowed at any KISD facility.
- ***Elementary and Intermediate Campuses: Non-guardian visitors wishing to meet with a student(s) will be limited to only those listed on the parent contact form or with written approval from the parent/guardian.***
 - If visiting a student for lunch, non-guardian visitors will sit with the student at a designated table for visitation.
 - Approved non-guardian visitors are not allowed to proselytize or recruit students while on campus.
- Requested Tours

- Visitors requesting to tour a campus, facility or program must make arrangements in advance through campus administration.
- Principals may designate specific days for requested tours and will identify those days on the campus website.
- All tours requested and provided should be documented for data analysis.
- Visitors are expected to comply with all campus visitor procedures and should receive an escorted tour throughout their visit.
- Visitors may not interfere with the instructional process, interview teachers, or tape/video/photograph.
- Classroom visits should be brief (less than 5 minutes) to minimize interruptions and distractions for students.