Notices shall be posted at each St. Mary's Charter School ("School") campus requiring all visitors to first report to the campus administrative office. This policy shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the School, vendors, representatives of the news media, former students, and any other campus visitors.

A visit by visitors to individual classrooms during instructional time requires prior approval of both the campus Principal and teacher whose class is to be visited. Such visits may not be approved or may be terminated where their duration or frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.

The School or Principal may:

1. Require a visitor requesting entry onto a campus to show a driver's license or other form of identification issued by a governmental entity displaying the visitor's photograph.

2. Establish an electronic or paper database for storing campus visitor information. Information stored in the campus databases may be used only for purposes of School security, and may not be sold or otherwise disseminated to third parties.

3. Verify whether the visitor is a registered sex offender as identified inthe computerized central database maintained by the Department of Public Safety, or in any other database accessible by the School.

The Superintendent or designee, in conjunction with campus administrators, shall develop and implement procedures addressing campus visitors identified as registered sex offenders. These procedures shall include but are not limited to provisions dealing with:

1. Parental rights to visit;

2. Escorts by School personnel;

3. Access to common areas of the campus;

4. Access to classrooms;

5. Drop off and release of students; and

6. Eligibility to serve as volunteers.