District Visitor Policy

Section 1: Policy

The purpose of this policy is to ensure the safety of our campuses, for staff, students and guests, as well as, ensure the establishment of a safe learning environment on Texas Leadership Public Schools (TLPS) campuses. The procedures contained herein must be followed by all visitors and enforced by all TLPS employees.

Section 2: Visitor Conduct

TLPS invites and welcomes parents and other members of the public to its schools. TLPS is committed to treating parents and other community members with respect and expects the same in return. To that end, TLPS must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering the schools and school grounds.

An individual engaging in disruptive behavior shall be required to leave TLPS property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a pattern of unauthorized entry on TLPS property shall be directed to leave TLPS property by the Principal or other administrator. In certain circumstances, a criminal trespass warning may also be issued or law enforcement contacted

Section 3: Guidelines for Visiting TLPS Campuses

TLPS is a school of choice and appreciates parents choosing TLPS for their student. Their choice is evidence of their support of TLPS's high standards and brings real value as we work to instill those high standards of leadership within their student.

Sign In

Parents are encouraged to visit campuses from time to time; however, TLPS asks that parents comply with our policy requiring all visitors to first sign in through the school office. TLPS has this policy in place for the safety of the students and staff. Parents and any other person on campus without a yellow visitors tag or the Principal's knowledge will be considered trespassers.

Be Respectful

We expect parents to be polite and civil in their dealings with all school staff. TLPS does not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from students, and will not tolerate it from parents. TLPS seeks to maintain to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting teachers and

other employees as positive role models, TLPS encourages positive communication and discourages volatile, hostile, or aggressive actions. TLPS seeks and encourages patrons to cooperate with this endeavor.

Dress Appropriately

TLPS students are held to a dress code standard and parents visiting TLPS campuses will be held to the same dress code standard as well. We do not permit students to wear tight, revealing, or disrespectful clothing, and we will not tolerate it from parents. Parents are expected to lead by example.

Be Present but not Obstructive

While TLPS encourages parents to be involved in their children's education and knowledgeable about their school life e.g., classes, teachers, and curriculum, it has been our experience that excessive cafeteria/classroom visits are disruptive to the learning environment. Excessive is defined as every day.

Electronics

Elementary students are not allowed to have personal electronics e.g., cell phone, iPad, Nook, Amazon Fire, Nintendo Switch, etc. in the school and this includes the cafeteria. Do not bring electronics for your elementary student to use during lunch. Elementary students may carry a cell phone onto campus but the phone must remain in the student's backpack and be powered off during the school day. Parents visit their students at lunch to support and interact with them. Therefore, we ask that parents refrain from using their cell phones and practice being present with their student.

Campus Principals can limit or restrict the frequency and duration of classroom and cafeteria visits to ensure that disruption of the instructional process does not occur.

Section 4: Visitor Procedures and Notifications

In compliance with TEC 37.108(c-2)(9), TLPS has established an access management and visitor screening policy and identifies the provisions governing access to a TLPS building or other TLPS property.

The School or campus administrator shall take the following actions when there is a visitor at the School:

1) Require a person who enters a school campus to display the person's driver's license or another form of identification containing the person's photograph issued by a governmental entity.
    a) Notices shall be posted at each campus requiring all visitors to first report to the campus

administrative office. This shall apply to parents, school board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by TLPS, vendors, representatives of the news media, former students, and any other visitors.

b) 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.

2) All visitors to a TLPS campus shall first complete the established visitor sign in procedure, listing their name, identifying information, and reason for visiting the school. TLPS has established an electronic database for the purpose of storing information concerning visitors to school campuses. Information stored in the electronic database may be used only for the purpose of School security, and may not be sold or otherwise disseminated to a third party for any purpose.

   a) At the time of check-in, the visitor's driver's license will be scanned into the database that is connected to the Department of Public Safety(DPS) to determine if the visitor is a known sex offender (See section below for policy regarding sex offenders).

   b) District or campus leadership may eject a person from the school property if:

      i) The person refuses or fails to provide on request identification described above; and

      ii) It reasonably appears that the person has no legitimate reason to be on school property.

3) Visitors shall be issued a pass (sticker) when visiting a campus. A pass must be worn by a visitor at all times, and must be returned to the office when the visitor signs out. All school employees will assist in enforcing the requirement that visitors wear passes.

4) Visitors are required to display a temporary visitor ID badge while they are in any school TLPS building or on school grounds during school hours. All staff are empowered to ask a visitor to show their ID badge and redirect them to the office or designated areas for authorization.

5) Any person ascertained to be an intruder must be given a warning, before any other action is taken, that they will be arrested and charged if they refuse to leave the campus. Any TLPS employee who suspects a person is an intruder must immediately report the intruder to the campus principal, and continue down the applicable chain of command, if the campus principal is unavailable. if deemed necessary, the school employee shall not hesitate to call emergency services before reporting the intruder to the campus principal or designee.

6) As provided by Texas Education Code 37.105, school administrators, school employees, resource officers, or school peace officers may refuse entry to or eject any individual if the individual poses a substantial risk of harm or behaves inappropriately and persists in behavior, after being issued a verbal warning.

7) Appeals regarding refusal of entry or ejection from TLPS property, may be filed in accordance with TLPS board policy.

Section 5: Access to Students by Military Recruiters

To the extent TLPS receives assistance under the ESEA, TLPS shall provide military recruiters the same access to secondary students as is generally provided to institutions of higher education or to prospective employers of those students. *20 U.S.C. 7908(a)(3)*.

Except as allowed under Education Code § 29.9015(d) or (e), TLPS shall each year provide students in grades 10 through 12 an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. *Education Code 29.9015(a)*.

Section 6: Employees

1) Access Control

    a. All employees of the TLPS must be aware of their surroundings, and pay special attention to possible deficiencies in school security. For example, where applicable, employees should immediately report safety measures and devices, such as doors, fencing, security, cameras, alarms, which may require repairs, maintenance or upgrade.

    b. All employees shall make sure that security measures, such as gates and locks, are being utilized at all designated times.

    c. Employees are encouraged to submit any concern or suggestion they may have that may help improve the TLPS's culture of safety and the learning environment.

    d. The number of entrances to a TLPS facility must be limited at all times and, during school hours, all visitors should enter through the designated main entrance where visitors will be screened before they enter by the front desk receptionist using a doorbell camera and intercom.

    e. All exterior doors must remain locked at all times, except for specific times when they can be effectively monitored by staff.

    f. Exterior doors should be routinely checked by staff throughout the day to ensure they are secure. Exterior door, locking mechanisms that are in operable or not functioning properly must be reported to maintenance as soon as possible.

    g. Campus principals must designate specific points of entry for morning, drop off and afternoon dismissal and identify specific entry/exit points to be used by students when going to and from auxiliary classroom facilities.

    h. Campus principals should also identify and use, with the approval of the superintendent, alternate visitor management procedures designed for high volume visitor days when the circumstance arises.

    i. Campus staff must be designated to monitor cameras throughout the facility on a regular basis.

2) Interior doors

    a. Classroom doors must be kept locked while class is in session to prevent intruders from entering.

b. Due to fire code considerations, classroom doors, must have the ability to be unlocked and opened from outside the classroom with the necessary key or credential.

c. Any problems with classroom doors being locked or unlocked properly should be reported to TLPS maintenance immediately.

3) Photo identification

a. Full-time and part-time employees shall wear a photo ID badge throughout their tenure with the TLPS.

b. Substitute teachers shall be issued a visitor sticker when they check in to work on a campus and must wear it while on campus.

c. Employees who refused to wear their assigned ID badge may be subject to disciplinary action.

d. Employees, are expected to refrain from any of the following:

i. Defacing, modifying, or duplicating an ID badge

ii. Loaning or transferring an ID badge

iii. Loaning keys

iv. Propping doors open

v. Failure to return a key, when requested, or upon leaving the employment of the TLPS

vi. Failure to report missing key(s) or ID badge(s)

Section 7: Notice of Entry by Registered Sex Offenders

A registered sex offender who enters TLPS property (meaning a building or portion of a building and the grounds on which the building is located, including any public or private driveway, street, sidewalk or walkway, parking lot, or parking garage on the grounds) during standard operating hours of the school shall immediately notify the administrative office of the school of the visiting person's presence on the premises of the school and the visiting person's registration status. The office may provide a chaperone to accompany the person while the person is on the premises of the school.

These requirements do not apply to:

1. A student enrolled in TLPS

2. A student from another school participating in an event at TLPS; or

3. A person who has entered into a written agreement with TLPS that exempts the person from these requirements.

Section 8: Sex Offenders on Campus (in accordance with Education code 38.022(a-1)

To the extent that TLPS District administrators have actual knowledge that a parent, legal guardian, or other person seeking to be present on school property or at a school sponsored activity is a registered sex offender based on an offense against a child (a person under the age of 17), the following procedures shall apply:

1) If the visitor is not someone in a parental relationship with a student, including someone whose parental rights have been terminated, or whose presence at school is prohibited by a court order, the visitor will be denied access to the campus and escorted off the premises.

2) Only known registered sex offenders, based on an offense against a child, who are also parents or legal guardians of a child or children enrolled in TLPS will be permitted on school property or to be in attendance at school-sponsored activities. The sex offender visitor asserting parental rights must produce certified copies of court records concerning his or her registration and any restrictions imposed on them if they are seeking access to the campus. No other persons known to be registered sex offenders, based on an offense against a child, will be permitted to be present on school property or at any school-sponsored activity. If the sex offender visitor cannot be prohibited from visiting campus, the following procedures apply:

    a. Any registered sex offender on campus will be escorted to or from the designated location of the visit by a TLPS/campus official.

    b. A registered sex offender will only have access to areas of the campus that are required to fulfill the purpose of his or her visit. All restroom visits must be accompanied by TLPS personnel.

    c. Access to classrooms will only be allowed for observation of the visitor's student, while accompanied by TLPS personnel, and for meetings with teachers, administrators, or other campus staff members concerning the visitor's student.

    d. A registered sex offender may drop off and pick up his or her student in designated drop off and pick up areas only. No other access will be allowed while dropping off or picking up, unless accompanied by TLPS personnel.

    e. A registered sex offender may not serve as a volunteer, including but not limited to volunteering for school related activities such as a booster club and class fundraisers.

A parent of legal guardian to whom these procedures apply must comply with all requirements. Failure to do so generally will result in that person's losing the privilege of visiting any TLPS campuses or attending any school-sponsored activities, regardless of location.

For a parent or administrative conference, the person will:

1) Call the campus principal and schedule a meeting before coming to the school;
2) Report immediately to the office upon arriving at school and obtain a visitor's badge, as required of all visitors to the school;
3) Be escorted by a school employee the entire time he or she is on campus;
4) Have no access to any commons area of the building, meaning cafeterias, auditoriums, breezeways, open areas for gathering on any campus, and so on;

5) Have no access to any classroom where students other than his or her child are present and;
6) Be escorted back to his or her vehicle by a school employee at the conclusion of the visit.

When dropping off or picking up a child to or from school, the person will:

1) Call the campus principal and schedule the time of drop off or pick up;
2) Pick up or drop off the child in the presence of the campus administrator or designee and;
3) Be escorted to his or her vehicle by a school employee after the child has been picked up or dropped off.

Before attending any before or after school or extra-curricular event, the person will:

1) Call the campus principal and state his or her intent to attend the event, no later than 24 hours before the start of the event;
2) Sign in at a place designated by the campus principal upon arrival at the event;
3) Sign out at a place designated by the campus principal departing the event and;
4) Be escorted to his or her vehicle by a school employee at the time of the departure from the event.

As an additional safety precaution, the District may choose to post a picture of the person at the gate or entrance area of the school sponsored or extra-curricular event.

When picking up or dropping off a student at an extra-curricular activity, on or off school property, the person will:

1) Contact the campus administrator and make arrangements for picking up or dropping off the student and;
2) Remain in the vehicle while waiting on the student.

A parent or legal guardian who is subject to these procedures based on his or her identification as a registered sex offender because of an offense against a child is prohibited from transporting any student or child (other than his or her own child) to or from any TLPS campus or school-sponsored activity without express written permission from the parent or guardian of the other student.

Section 9: Review of Procedures

The superintendent, or designee, with the input of campus principals, regularly review and update these access control and visitor management procedures as necessary to achieve the purpose of this policy.