



Carrizo Springs CISD Visitor Guidelines

We are proud of our schools and welcome visitors. In order to protect the security of our students and staff and the learning environment at our schools, visitors must adhere to the following guidelines.

- All visitors are required to report to the reception area of the campus to sign-in. All visitors must present a current driver's license or state ID in exchange for a visitor's pass.
- CSCISD utilizes the RAPTOR Visitor sign-in system
- Visitors shall wear in a prominent place the visitor badge provided by the office.
- Visitors who wish to disseminate information to students or staff must comply with District board policies. Visitors may not recruit for fund-raising activities, religious groups, youth groups or political causes when visiting school campuses in accordance with this policy
- When exiting the building, visitors must report to the front office, must sign out, pick up their ID and return their Raptor sticker, and immediately exit the building through the front door.
- Staff will physically secure the sticker from the visitor and dispose of it.
- CPS/Identified State staff will present a state issued CPS identification badge
- Due to privacy issues, videotaping in the classroom by parents is not permitted. Exceptions shall be granted only by the superintendent or designee.
- Visitors who fail to comply with any of these guidelines and/or District policies may be prohibited from visiting the school and other District Facilities.
- Media representatives shall arrange visits to school campuses with the District Central Office
- **DAEP/SOC campus does not have a system in place to vet any visitors. Any visitors going to the DAEP/SOC campus during the day that are not counselors or district employees will be instructed to sign in at the home campus prior to going to the DAEP/SOC campus. Normally, these visitors are parents signing out their students. The parent(s) will go to their home campus and follow the visitor guidelines. If the student is being signed out, the home campus will call the DAEP/SOC campus and notify the DAEP staff. The student will be informed and allowed to be ready for parent when they drive to the campus.**

The last bullet was part of the 20-23 security audit and was shared with the School Board on September 19, 2023.

Unauthorized Persons: Refusal of Entry, Ejection, Identification

Section 37.105 of the Texas Education Code provides that a school administrator, school resource officer, or school district peace officer of a school district may refuse to allow a person to enter on or may eject a person from property under the district's control if the person refuses to leave peaceably on request and:

1. the person poses a substantial risk of harm to any person; or
 2. the person behaves in a manner that is inappropriate for a school setting and
 3. the administrator, resource officer, or peace officer issues a verbal warning to the person that the person's behavior is inappropriate and may result in the person's refusal of entry or ejection; and
 4. the person persists in that behavior.
- (a) Identification will be required of any person on the property.
- (b) Each school district shall maintain a record of each verbal warning issued under Subsection (a)(2)(A), including the name of the person to whom the warning was issued and the date of issuance.
- (c) At the time a person is refused entry to or ejected from a school district's property under this section, the district shall provide to the person written information explaining the appeal process established under Subsection (h).
- (d) If a parent or guardian of a child enrolled in a school district is refused entry to the district's property under this section, the district shall accommodate the parent or guardian to ensure that the parent or guardian may participate in the child's admission, review, and dismissal committee or in the child's team established under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794), in accordance with federal law.
- (e) The term of a person's refusal of entry to or ejection from a school district's property under this section may not exceed two years.
- (f) A school district shall post on the district's Internet website and each district campus shall post on any Internet website of the campus a notice regarding the provisions of this section, including the appeal process established under Subsection (h).
- (g) The commissioner shall adopt rules to implement this section, including rules establishing a process for a person to appeal to the board of trustees of the school district the decision under Subsection (a) to refuse the person's entry to or eject the person from the district's property.

When a visitor self-reports or when the visitor is signed into Raptor and it comes back that they are a registered sex offender, staff will:

- o Immediately contact campus administration/campus school officer
- o Campus administration will immediately inform the visitor that they must leave immediately or if applicable, campus administrators will comply with district procedures to work with individuals to supervise the visit, such as when the visitor is not subject to the child safety zone, either due to the nature of the offense or a court order, or when the visitor is a parent or has a legitimate business

reason to be present.

- o See Policy GKC for more guidance.

POLICY GKC LOCAL:

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus main office. This shall apply to parents, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. 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 classroom environment.