

IDENTIFICATION

The School is authorized to require a person entering the School campus to display the person's driver's license or another form of government-issued identification containing the person's photograph. Tex. Educ. Code § 38.022(a).

VISITOR DATABASE

The School can establish an electronic database of campus visitor information and verify whether a campus visitor is a sex offender using a computerized central database maintained by DPS or another source acceptable to the School. Tex. Educ. Code § 38.022(c).

The Superintendent shall ensure that all visitors to the School check in at a security gate.

The Superintendent may permit TSD security officers to check the driver's license and or any other form of identification containing a photograph issued by a governmental entity of any visitor to campus who has not previously been approved to enter campus or who is not otherwise known to the security officer.

GENERAL RULES FOR VISITORS

The School promotes parent participation and involvement on campus and encourages parents or guardians to visit their child's school, department or classroom. A campus administrator or teacher may not restrict parent visits to certain days of the week, except for such days when testing is being administered or where safety is of concern. In order to protect the security of TSD students and staff, the learning environment, and students' privacy rights, all visitors, including parents or guardians, shall be required to conform to the following.

Each visitor shall:

1. First report to the security gate(s), present a valid driver license or other acceptable identification and state the reason for the campus visit, and obtain a visitor's name badge.
2. Wear the visitor's name badge so that it is visible during the entire visit to the campus. School employees shall be responsible for assisting with the enforcement of this requirement.
3. When planning to visit a classroom, make arrangements in advance with the principal and the teacher. A parent or guardian may suggest a date and time for a classroom visit. Unless the visit is prohibited as provided below, the teacher or principal may either agree to the suggested date and time or offer an alternative date and time.

Classroom visits shall not be permitted if:

- a. The visitor has been disruptive to the normal school or learning environment;
 - b. The duration or frequency of the visits interferes with the delivery of instruction or disrupts the normal school environment; or
 - c. The requested visit involves a third party, other than a school official or parent or guardian, observing a classroom occupied by students.
4. Obtain prior approval from the Superintendent or designee before being permitted to disseminate information to students or staff while on school property. Visitors shall not be permitted to solicit, proselytize, or recruit for fund-raising activities, religious groups, youth groups, or political causes while on school property.
 5. Wear appropriate attire when visiting the School. Such attire shall generally conform to the dress code outlined in TSD administrative regulation on minimum school wide dress standards.
 6. Avoid inappropriate physical contact with students.
 7. Consent to a criminal history background check if regular, ongoing visits to schools or visits that will involve direct interaction with students other than the parent's student is anticipated or requested.

MEDIA
REPRESENTATIVES

All media representatives shall be required to arrange visits to school campus with the Public Information Officer or the Outreach and Community Relations Specialist. These individuals will consult with the Superintendent to receive direction regarding the media requests.

SEX OFFENDERS

The Superintendent may permit TSD security officers to verify whether a visitor to the campus is a sex offender registered with the computerized central database maintained by the Department of Public Safety as provided by Code of Criminal Procedure 62.005 or any other database accessible by the School. If a visitor to campus is identified as a registered sex offender, the Superintendent will establish a procedure to

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determine whether and under what circumstances the visitor will be allowed on campus.

A current student's parent who is a registered sex offender shall be allowed access to his or her child's records, teacher, and department administrators by making an appointment with the department principal or supervisor.

**ATTENDANCE AT
CERTAIN EVENTS**

Education Code 38.022

A registered sex offender who enters the premises of any school in Texas during the standard operating hours of the school shall immediately notify security or the administrative office of the School or department of the person's presence on the premises of the school and the person's registration status. The School may provide a chaperone to accompany the person while the person is on the premises of the school.

In specific circumstances involving special events, campus wide events, or department events, when the campus administration determines that an exception to the requirement for verification through the sex offender database is necessary to expedite visitor check-in, visitors may be allowed to report to the Security gate, sign in, and proceed directly to the location of the event. In this situation, visitors shall not be permitted to go to any other portion of the building without supervision by school personnel.

Approved visitors shall receive a visitor's badge. This requirement shall apply to parents; volunteers; social service workers; invited speakers; former students; former employees; representatives of the news media; sales, maintenance, repair and delivery persons not employed at the School, and any other visitors to the School.

**VISITS DURING
INSTRUCTIONAL TIME**

Visits 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. All visitors must sign in and out at the appropriate administrative office.

**VISITS TO DORMS AND
COTTAGES**

Visits to student's cottage or dorm shall be permitted only with the approval of the Director of Student Life or the designated residential supervisor, and such visits shall not be permitted if their duration or frequency interferes with or disrupts the normal residential environment.

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**VISITORS TO OTHER
LOCATIONS AT THE
SCHOOL
PROCEDURES**

Visitors to other locations on campus must check in with Security and the gate(s) and be directed to the office of the location they are visiting.

The Superintendent shall ensure that procedures are developed and implemented related to the requirements of this policy.

The Superintendent may approve granting exceptions from these requirements to specific persons or groups of persons.

Any year in which TSD receives assistance under the ESEA, it shall provide military recruiters the same access to secondary school students as is provided generally to institutions of higher education or to prospective employers of those students. *20 U.S.C. 7908(a)(3)*

**MILITARY RECRUITER'S
ACCESS TO STUDENTS**

TSD shall provide students in grades 10 through 12 an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test and consult with a military recruiter. [See EK] *Education Code 29.9015*

Adopted: 05-16-08

Amended: 10-18-18, 12-13-18, 8-26-22, 10-21-2022