

VISITORS GUIDELINES     The District actively seeks to create a safe and welcoming environment at all campuses for all District stakeholders. Since these two concerns must be balanced, principals must ensure that each campus takes steps to:

1. Balance a visitor's need for access to the campus with potential harm to students and staff.
2. Minimize disruptions to the learning environment.
3. Maintain physical control of all entry points to the campus.
4. Actively enforce visitor sign-in policies and ensure that signs are posted that explain visitor procedures.

VISITORS ON CAMPUS     Guidelines for visitors on campus are as follows:

1. All visitors are required to report to the main office or other designated areas for authorization in order to be on the school's premises. A school may request valid photo identification before authorizing a visitor to be on campus and issuing a visitor pass. 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. A person wishing to visit a classroom, whether during instructional time or for a parent/teacher conference, must make arrangements in advance with the principal and the teacher. Visitors 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. Additional guidelines may apply to other District facilities if or when students are present.

Non District Counseling  
Therapy  
Provider (NDCTP) on  
Campus

A Non-District Counseling Therapy Provider (NDCTP) is an individual therapist or an employee of an agency that provides therapeutic services to a Socorro ISD student pursuant to this regulation based on an agreement for services directly between the NDCTP and the student or student's parent.

The following procedures shall be completed prior to Socorro ISD allowing any NDCTP to provide therapeutic services to any student on a Socorro ISD campus. Therapeutic services shall include, without limitation, services to promote development of social skills.

1. Each NDCTP shall complete the following process and submit documentation to the Department of Guidance and Counseling, yearly, prior to reporting to any Socorro ISD campus to provide services to any Socorro ISD student.

- a. Obtain a criminal history check from the Socorro ISD Department of Administrative Services, Volunteer Program.
  - b. Upon obtaining the criminal history clearance, the applicant shall be given a checklist of documentation, from the Department of Guidance and Counseling, to be submitted to the Department of Guidance and Counseling. The documentation shall include:
    - i. A copy of the approved criminal history check.
    - ii. A signed letter of consent from the student's parent/guardian that acknowledges the agreement for services directly between the student or the student's parent, consenting to the provision of services by the NDCTP on school property.
    - ii. A copy of the NDCTP's professional license(s)/certification(s).
    - iii. A release of information form, signed by the student's parent, authorizing the exchange of student records and personally identifiable information between the NDCTP and the school counselor of record for the student (a FERPA requirement)
2. Upon submission and approval, the Department of Guidance and Counseling will provide a NDCTP Approval Documentation Form to the NDCTP to be submitted to the campus principal or designee.
  3. The NDCTP and principal/designee shall then coordinate services before or after regular school hours, according to the principal or designee's discretion. The principal shall have the final approval of the requested schedule of services.
  4. Services may not interfere with academic instruction in core academic areas.
  5. The NDCTP shall not be considered a school official, school agent, contractor, consultant, volunteer, or other party to whom the school has outsourced any school service or function. Accordingly:
    - a. No student record or personally identifiable information about any student shall be released to a NDCTP without prior written consent of the student's parent.
    - b. The district shall have no liability for the services provided by the NDCTP.
    - c. Services rendered by the NDCTP shall not alter any obligation of the district under a student's IEP or Section 504 plan.

6. Socorro ISD reserves the right to withdraw its permission for the NDCTP to provide services to any student on school property. The student's parent must be notified by the SISD designee if there will be termination of services.
- ASSEMBLY PROGRAMS
2. Any visitor attending an assembly program must go directly to the assembly area, unless issued a pass to visit another area of the campus. School personnel should direct visitors to the designated assembly area or room.
- ELECTIONS
3. No visitor pass will be required for a voter proceeding only to and from the polling station; however, school personnel will monitor and assist the flow of voters.
- STUDENT PICKUP
4. A person authorized for student pick-up may wait in any regularly designated student pick-up area without registering as a visitor and receiving a pass. No person may enter other areas of the building without signing-in as a visitor in the main office or other designated area.
- INTRUDERS ON CAMPUS
5. Any person ascertained to be an intruder must be given a warning, before any other action is taken, that he or she will be arrested and charged if he or she refuses to leave the campus. For the purposes of this regulation, "trespass" may be defined as the act or conduct of any person willfully remaining upon or refusing to leave any such school premises upon receiving a lawful request to do so from the principal, his or her designee, or an authorized representative.
- LAW ENFORCEMENT AGENCIES
6. The principal may contact the District's Police Services Department for assistance when needed.
- PERMITTING STUDENTS TO LEAVE THE SCHOOL PREMISES
7. Safety policies will be followed to identify any person (including a parent or legal guardian) who requests to visit a student on campus. No student will be permitted to accompany a person away from the campus, except with documented permission from the parent or legal guardian. If a person other than a parent or legal guardian implies permission to visit a student on campus, he or she must provide appropriate court documentation that establishes and defines the relationship to the student and/or approval for the visit. In cases of guardianship, school personnel will follow the court order that defines the custodial relationship with the student. Administrators may contact Administrative Services at (915) 937-0054 for assistance as needed.
- SEX OFFENDERS

8. A sex offender will be denied access to a campus in the absence of an assertion of parental rights. The following procedures will apply to a registered sex offender on District premises:
- IDENTIFICATION
    - a. The principal will determine if a visitor is a registered sex offender through relevant databases and other available information. 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 court order, the visitor will be denied access to the campus and escorted off the premises.
  - DOCUMENTATION REQUIRED
    - b. The sex offender visitor asserting parental rights must produce certified copies of court records concerning his or her registration and any restrictions imposed on him or her if he or she is seeking access to the campus.
  - PARENTAL RELATIONSHIP
    - PARENTAL RIGHTS
      - c. If the visitor is someone in a parental relationship with a student and is not otherwise restricted from being on campus, the principal will consider the following guidelines for determining authorization for a visitor on campus:
        - ESCORT BY DISTRICT PERSONNEL
          - (1) A parent is entitled to all information concerning his or her children and, unless otherwise restricted, is entitled to attend school activities.
          - (2) Any registered sex offender on campus will be escorted to or from the designated location of the visit by a District/campus official.
        - ACCESS TO COMMON AREAS OF CAMPUS
          - (3) 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 District personnel.
        - ACCESS TO CLASSROOMS
          - (4) Access to classrooms will only be allowed for observation of the visitor's student, while accompanied by District personnel, and for meetings with teachers, administrators, or other campus staff members concerning the visitor's student.
        - DROP OFF AND RELEASE OF STUDENTS
          - (5) 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 District personnel.

COMMUNITY RELATIONS  
VISITORS TO THE SCHOOLS

GKC  
(REGULATION)

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| ELIGIBILITY TO<br>SERVE AS<br>VOLUNTEER | (6) A registered sex offender may not serve as a volunteer.   |
| OTHER                                   | (7) Any other relevant issues will be considered.   |
| ELECTIONS                               | d. A qualified voter who is a registered sex offender is permitted to vote during voting hours at an official polling place on District property if he or she goes directly to the polling place and leaves school property immediately after voting.   |
| VISITORS SCREENING<br>PROVIDERS         | 9. To determine whether a visitor is a registered sex offender:<br>a. Obtain picture identification<br>b. Access the Texas Department of Public Safety Crime Records Service at <a href="https://records.txdps.state.tx.us/DPS_WEB/SorNew/PublicSite/index.aspx?IND_IDN=9411087">https://records.txdps.state.tx.us/DPS_WEB/SorNew/PublicSite/index.aspx?IND_IDN=9411087</a> and click on the Sex Offender Registry tab. Under the tab for sex offender searches, click on Name. Enter the required fields: Last and First Name and click on "Search" and read the results. If there is more than one name displayed, look for a name that matches the date of birth and first name of the visitor.<br>c. If there is a match of the information on the identification card and the information in the database, click on the name. A photograph displayed should allow you to make a positive identification. |
| PARENT SEX<br>OFFENDER                  | A student's parent, guardian, or other person having lawful control of the student under a valid court order who is a sex offender as defined above may only enter District property under the following limited circumstances: <ul style="list-style-type: none"><li>• To attend a scheduled conference with school personnel to discuss the student's academic or social progress, promotion/retention, assignment/reassignment, attendance, participation in school-related activities, or discipline;</li><li>• To attend an ARD or IEP meeting or other conference where evaluation or placement decisions may be made respecting the student's special education services;</li><li>• To pick up assignments from the campus administrative office;</li><li>• To transport the student to or from school;</li></ul>  |

COMMUNITY RELATIONS  
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GKC  
(REGULATION)

- To attend the student's high school graduation; or
- To attend any meeting requested by the campus administration.

The individual shall be supervised and accompanied by school personnel at all times. The individual must sign out at the campus administrative office upon departure. If the individual is on District property for any other purpose and without permission, he or she shall be subject to removal and/or arrest.

The individual shall not be permitted to enter or be present on school property if:

1. The individual's parental rights have been terminated;
2. The individual's presence at school is prohibited by court order or conditions of probation; or
3. The Superintendent determines that the individual poses a unique threat to student safety.

In those cases, communication regarding the student shall be conducted by alternate means such as telephone, mail, or electronic communications. Where the administration determines that a meeting is necessary, it shall identify an appropriate meeting place where students are not present.

CONTRACTORS,  
VENDORS, AND  
OTHER THIRD  
PARTIES

Except in an emergency and with approval of the Superintendent or designee, contractors, vendors, or other third parties shall not permit an employee who is a sex offender to enter District property. It is the contractor's responsibility to check the sex offender registry prior to sending any employee onto District property.

Approved:  
Jose Espinoza Ed. D., Superintendent  
March 15, 2017

Board Committee Review:  
March 28, 2017