



TLC ACADEMY STUDENT POLICIES

SCHOOL VISITORS

POLICY

(REQUIRED BY LAW)

The Board of [Directors]...**shall adopt a policy** regarding the action to be taken by the administration of a school campus when a visitor is identified as a sex offender. [TEC 38.022\(d\)](#); [12.104\(b\)\(2\)\(K\)](#).

Notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This 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 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 school environment.

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

- 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.
- Establish 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.
- Verify whether a visitor to a School campus is a sex offender registered with the computerized central database maintained by the Department of Public Safety, or any other database accessible by the School.

The Superintendent, working with campus administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address:

1. Parental rights;
2. Escort by School personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

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