

Del Valle Independent School District Administrative Guidelines for Campus Visitors

The Superintendent has adopted the following Administrative Guidelines to assist staff in providing administrative support regarding campus visits by parents and other adults.

General Considerations.

By statute, parents are partners in their children's education and are to be encouraged to actively participate in creating and implementing educational programs. Parents also have access to all written records, the right to review all teaching materials, and access to all open meetings of the board of trustees.

However, these rights do not include unregulated access to school facilities. School officials have the authority to control activities on school property, including denying: access to parents, in order to maintain order and prevent disruption of school. This authority includes reasonable limitations on classroom visits and other parental activities on campus.

Also, the Del Valle ISD takes seriously its responsibility to provide a safe school environment for its students and staff. Recent well-publicized violent incidents on public school and college campuses underscore the vulnerability of schoolchildren and the need for heightened security on school campuses in regard to all visitors.

This procedure is intended to protect students and avoid disruption of instructional time by placing reasonable limitations on campus visits by parents and other adult visitors.

Access Rules--Identification Required.

Unless otherwise provided in this procedure, all visitors to any school campus in the district must comply with the following access rules:

- Upon arrival, all visitors must go directly to the campus central office and present identification consisting of (1) a current U.S. Driver's License (2) a current State Identification Card or (3) a current DVISD ID card or (4) the visitor's name appears on the list of approved visitors for that campus.^[1]
- In lieu of a driver's license, an individual presenting a State of Texas identification card identifying the individual as an employee of a law enforcement entity or the Texas Department of Family and Protective Services shall not be required to provide any other form of identification. While on the campus, the individual will display either his or her state-issued identification badge, or shall be issued a visitor's badge to be displayed while the visitor remains on campus.

^[1] A person may be placed on the list of approved visitors for any campus in the District by completing an application at the central administrative offices of the District. Upon receipt of an application, a criminal record check will be performed. If the result of the criminal record check is acceptable to the District, the visitor will be placed on the list of approved visitors at designated District campuses.

- If a visitor presents a current driver's license or identification card, it will be scanned by the district's visitor identification system, and further access will be granted or denied based on the result of the scan.
- If a visitor's name appears on the list of approved visitors, further access will be granted.
- If further access is granted, the visitor will be issued an adhesive identification badge to be placed on the shoulder and which must be worn at all times on campus
- All visitors must return the adhesive badge and check out in the office prior to leaving the building. Principals have the discretion to require the driver's license or identification card to remain in the office until the visitor returns the adhesive badge and checks out in the office.
- All visitors who go to other parts of the campus must comply with any other access rules established for that campus.
- A visitor who cannot provide the requisite identification shall be restricted to the central office and may not go to any other part of the campus
- The responsible campus administrator has discretion to deny access to any visitor when information is received from any reliable source that the individual poses a substantial risk to the safety of students or staff.
- Persons who are identified as registered sex offenders shall be denied access to the campus. Any person seeking review of this prohibition may pursue an administrative grievance through board policy FNG (Local) (parents) or GF (Local) (community members).

Public Events.

The access rules do not apply to persons attending athletic contests, assemblies, open-houses, parent nights, and other events to which the general public is invited.

Persons Affiliated With District.

District Trustees. All school board members must comply with the access rules each time they enter a campus.

District Employees. A district employee who is wearing a DVISD ID card may have unrestricted access to any campus. Any district employee who cannot present a DVISD ID card, must comply with the access rules.

Professional Contract Employees. All professional contract employees who visit campuses on a regular basis, such as instructional consultants, must qualify for and receive a DVISD ID card. A contract employee who is wearing the card may have unrestricted access to the campuses where assigned. Any contract employee who cannot present a DVISD ID card must comply with the access rules.

Contracted Services. All outside personnel performing contracted services for the district must comply with the access rules.

Parents.

All parents, including parent volunteers, are subject to the access rules.

Dropping Off and Picking Up Children. Each elementary campus should have a procedure for staff to meet younger students and assist them to class each morning. Parents must utilize this procedure and may not walk their children to class. Children should be dropped off and picked up in the designated areas.

Meals. Principals at individual campuses may in their discretion waive the access rules for parents who wish to attend breakfast or lunch with their children if the building configuration and available supervisory staff permit this to be done without compromising security.

Parent-Teacher Conferences. Parent-teacher conferences should be arranged with the teacher in advance and should be scheduled for the teacher's conference time in order to avoid interference with instruction. Parents must comply with the access rules for conferences or the conference will take place in the campus central office.

Classroom Observations. Classroom observations require the permission of the principal and the teacher. Parents who wish to observe their children in class must call the school office in advance, make an appointment, sign a statement of confidentiality and must comply with the access rules.

Parent Volunteers and Mentors. All parent volunteers and mentors must obtain a DVISD ID card and comply with the access rules. Parent volunteers may participate in on-campus activities and in field trips and other off-campus activities only with the permission of the sponsoring teacher or administrator and upon presentation of a DVISD ID Card.

District ID Cards.

The central administration may issue Del Valle ISD Identification Cards (DVISD ID Cards) as follows:

District Employees. A district employee shall be issued a Del Valle ISD Identification card upon employment. (All employees are subjected to rigorous identification and criminal background checks prior to and during employment.)

Professional Contract Employees. A professional contract employee shall be issued a blue-coded card when engaged by the district. The card may be issued upon presentation of a Texas Drivers License or Texas Identification Card and upon a DPS criminal background check showing that the individual does not pose a substantial risk to the safety of students or staff.