



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 13, 2025

Agenda Section: Presentation / Report

Agenda Item Title: Campus Visitor Management Procedures

From: Kathleen Antoon; Director, Eugene Tovar – Chief of Police/ Emergency Management Coordinator; Andy Rocha – Executive Director of Operations; Joseph Gallego, Safety Officer

Description: TEC 37.114 Emergency Evacuations; Mandatory School Drills – School District must provide for district employee emergency response training and mandatory school drills and exercises.

Recommendation: To provide a safe and secured learning environment

Funding Budget Code and Amount:



SSAISD: Campus Visitor Protocol

Visitor Identification and Check-In Process

To ensure campus safety, all visitors are required to present a valid photo ID upon arrival. Visitors must show their ID at the front door entrance camera to initiate the check-in process. This requirement applies to all individuals, including:

- Parents
- Volunteers
- Social service workers
- Invited speakers
- Maintenance and repair personnel not employed by the District
- Vendors
- News media representatives
- Former students
- Any other visitors

District employees must present their district-issued badge when entering the campus.

Upon arrival, visitors will be greeted by a staff member at the entrance. The campus staff member will first establish and verify the visitor's identity by requesting to see a government-issued photo ID. The staff member will then ask the purpose of their visit to validate a legitimate need to enter the building. Visitors are required to remain outside the building until this process has been completed.

Staff members must maintain campus safety by identifying and documenting everyone on campus. Meeting visitors at the door adds an additional layer of security while maintaining a welcoming environment.

Check-Out and Check-In of Students

General Requirements

Visitors are required to have a valid photo ID available at all times. Parents and guardians will not be allowed to:

- Enter the campus without a photo ID
- Meet with or sign out a student without presenting proper identification

Student Check-Out Procedures:

- Visitors checking out a student must remain outside the building. A staff member will escort the student to the visitor.
- In emergency situations where someone other than a parent is picking up a student, the individual must:
 - Be listed on the student's approved emergency contact list in Skyward
 - Present a valid photo ID

Phone or text verifications will not be accepted.

Proper identification and prior approval through the emergency contact list ensure unauthorized individuals cannot pick up students.

Student Check-In Procedures:

- If an elementary student arrives late to school, the parent must sign in their student with the staff member located at the entrance of the campus. Only the student will be allowed to enter the building.
- If a middle school student arrives late to school, the parent must sign in their student with the staff member located at the entrance of the campus. Only the student will be allowed to enter the building.
- High school students that arrive late to school should immediately report to the attendance office to sign-in before reporting to class.

Late Afternoon Check-Outs

To facilitate smooth dismissal operations, late afternoon student check-outs are subject to the following cutoff times:

- **Elementary Schools:** 2:30 p.m.
- **Middle Schools:** 3:05 p.m.
- **High Schools:** 3:30 p.m.

Exceptions may be made for special circumstances with prior approval from the campus principal.

Meetings on Campus

Visitors attending meetings or requesting to register their child in school must be verified through the Navigate360 Visitor Management System before being allowed on campus. Once screened, they will receive a visitor badge, which must be worn at all times while on campus.

Additional guidelines include:

- Verified visitors will be escorted to a designated waiting area and should remain in that area.
- Visitors will not be granted unrestricted access to the campus.
- The staff member hosting the meeting will:
 - Escort the visitor to the meeting location
 - Escort the visitor out of the building once the meeting concludes

Visits to individual classrooms during instructional time require prior approval from both the principal and the teacher. Such visits must:

- Be scheduled at least 24 hours in advance
- Not disrupt instruction or interfere with the learning environment

Dropping Off Student Items

Parents and guardians may deliver forgotten items during school hours. Items should be clearly labeled and handed to a staff member at the building entry. The following drop-offs are prohibited:

- Food delivery from commercial services such as Uber Eats, DoorDash, etc.
- Balloons, flower bouquets, or large stuffed animals

The District will comply with state law, which allows a parent or grandparent to provide a food product of his or her choice to classmates of the person's child or grandchild on the occasion of the student's birthday or to children at a school-designated function. [See CO(LEGAL)]

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share and **all food brought in should be store-bought with ingredient and nutrition fact labels.**

Lunch Visits

Parents are allowed to visit during lunch under the following conditions:

- A special day designated by the campus principal, related to district or campus goals. *(Parents may only sit and bring lunch for their own child. Sharing meals with or offering lunch to other students is strictly prohibited. Seating will be in a designated area.)*

Maintaining a Safe Campus

All campus entrances will be locked immediately after arrival times and remain secured throughout the day. All staff members are responsible for enforcing visitor guidelines and escorting unauthorized individuals to the main entrance or office. SSAISD Police Officers should be contacted if necessary.

The District reserves the right to refuse entry to or eject any individual from campus property under the following conditions:

1. The individual poses a substantial risk of harm to others.
2. The individual behaves inappropriately for the school setting despite receiving a verbal or written warning to stop such behavior.

These measures are in place to uphold a secure and productive environment for students, staff, and visitors.

1/27/2025



NOTICE:

Visitor Identification and Check-In Required

To ensure campus safety, all visitors must:

- Present a valid government issued photo ID at the front door.
- State their purpose for visiting to confirm a legitimate need to enter.
- Remain outside the building until the check-in process is complete.

This applies to all visitors, including: Parents, volunteers, agency workers, invited speakers, vendors, media representatives, non-district maintenance personnel, former students, and all other non-district employees.

Thank you for helping us maintain a secure and welcoming environment.



AVISO:

Se requiere identificación y registro de visitantes

Para garantizar la seguridad del campus, todos los visitantes deben:

- Presentar una identificación con fotografía válida emitida por el gobierno en la puerta de entrada.
- Expresar el propósito de su visita para confirmar que tienen una necesidad legítima de ingresar.
- Permanecer fuera del edificio hasta que se complete el proceso de registro.

Esto se aplica a todos los visitantes, incluidos: Padres, voluntarios, trabajadores de agencias, oradores invitados, vendedores, representantes de los medios, personal de mantenimiento no perteneciente al distrito, exalumnos y todos los demás empleados no pertenecientes al distrito.

Gracias por ayudarnos a mantener un entorno seguro y acogedor.