



Luling Independent School District

212 EAST BOWIE STREET

LULING, TX 78648

PHONE: 830-875-3191

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Campus Visitor Policy

Parents/Guardians are always welcome at Luling ISD. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors, including parents/guardians, are required to report to the campus' main office to sign in. All visitors must present one of the following forms of identification in exchange for a visitor's pass:

- Valid Driver's License (any state)
- State-Issued ID Card
- Green Card

The visitor's pass must be worn at all times while on campus. Following conclusion of the visit, visitors should check out at the campus' main office by returning their visitor's pass.

Note: Luling ISD schools utilize the Raptor Visitor Management System, which works with the National Sex Offender Registry. The purpose of this system is to ensure that adult visitors on campus do not pose a threat to any students. Since all visitors will be screened by Raptor, there is no administrative requirement to escort parents/guardians and volunteers following the initial visit unless determined by a campus administrator.

Lunch Visitors

- Parents/Guardians are welcome to eat lunch with their student(s). Parents/Guardians may purchase a cafeteria lunch or bring food for their student and themselves. Parents/Guardians may only bring food for their student. Parents/Guardians must provide a photo ID to obtain a visitor's pass to the cafeteria.
- Relatives of students are welcome for lunch when accompanied by the parent/guardian or with written parent/guardian permission. Adult relatives must provide a photo ID to obtain a visitor's pass to the cafeteria.
- Non-family visitors who have a legitimate interest to visit students during lunch must:
 - Provide written permission from the parent/guardian of the student(s) they wish to visit (kept on file). Non-family visitors may only sit and visit with students for which they have received such written permission.
 - Non-family visitors must contact campus administration to obtain permission at least 24 hours prior to the proposed visit.
 - Non-family visitors must present a current photo ID to obtain a visitor's pass to the cafeteria.
 - Parameters for these visits will be determined by the campus administration based on factors such as the nature of recurring visits, pre-planning, and available cafeteria space.
- Campus administrators may designate a guest table for lunch visitors. Only an authorized lunch visitor and the student for whom the visitor is approved may sit at the guest table.



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Classroom Observation Policy for Parents/Guardians

Luling ISD parents/guardians are welcome to witness the engaging activities taking place in our classrooms. Parents/Guardians in classrooms are there as observers and should not become involved in discussions or classroom activities unless invited to do so by the teacher. If there is a need for a discussion with the teacher, a conference must be scheduled outside of instructional time.

To maintain an orderly educational environment, parents/guardians should not bring siblings or other children with them for classroom observations. Cell phones and paging devices must be turned to silent or off while in instructional settings. Parents/Guardians shall observe the class in which their child is a member. If a parent/guardian chooses to visit his/her child during class time, the following procedures apply:

- A classroom observation request must be made by the parent/guardian to the campus administration and the teacher at least 24 hours in advance of the proposed visit. The campus administration and teacher must approve the timeframe in which a parent/guardian intends to observe the student's classroom.
- Parents must sign in through the campus' main office and present a current ID. No person, other than the student's parent/guardian will be allowed to observe the student in the classroom without the parent/guardian's written permission or the parent/guardian being present.
- Classroom observations are limited to two 45-minute visits per school year.
- Classroom observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the campus administration.
- This policy **does not** apply to those who, by law, are permitted to visit with children, such as CPS or law enforcement personnel.

Primary and Elementary Campus Playgrounds

- Only school employees, enrolled Primary/Elementary students, and registered volunteers are allowed on the playground.
- Campus administrators may authorize lunch visitors to observe their student during recess if the lunch and recess periods are consecutive.

Volunteers

- Volunteers must complete a volunteer application and a criminal background check. The application can be found on the LISD website (www.luling.txed.net) under the Community tab. Volunteer applications should be submitted to the LISD Central Office for processing. Processing may take up to two weeks.
- Volunteers must reapply annually. Volunteers must adhere to campus guidelines and expectations in order to continue with volunteer work.