



August 2023

Dear Parents/Guardians:

In an ongoing effort to align LISD Crisis Response Procedures with best practices, the LISD will continue to implement the following safety procedures.

The LISD Milton C. Porter Education Center, LISD Trenton Hills Learning Center, and the LISD PREP Academy will be locked after student arrival until the end of the school day.

The LISD Tech Center will continue to use its main entrance doors for student arrival. However, the entrance doors will be locked after the student arrival period and will remain locked for the rest of the school day.

**When you bring your student to an LISD campus after school has started, or if you are picking your student up early, please use the main building entrance.**

If you are visiting an LISD school building, you will need to check in at the main office to sign in and receive a visitor badge before going to any classroom or any other part of the school. Informational signs will direct you to the main building entrance on each LISD campus.

**LISD Milton C. Porter Education Center:**

The west entrance to the Porter main office and the Porter Building 3 entrance will be locked during regular operating hours. The Porter East entrance (circle drive) will be open for student arrival but will remain locked at all other times.

If you go to the Porter Building 3 entrance after school has started, you will need to press the call button located outside the Porter Building 3 door to call the Porter main office. You may be able to enter through the Porter Building 3 entrance; however, the Porter office may ask you to come to the Porter main office to sign in.

**LISD TECH Center:**

The entrance to the LISD TECH Center main office building and the East building will be locked for the entire school day other than student arrival times. All students and visitors should use this entrance. You will need to press the call button located outside the door to call the office.

**LISD PREP Academy:**

The entrance to the LISD PREP Academy building will be open for student arrival and will then be locked for the remainder of the school day. After school has started, you will need to press the call button located outside the door to call the office.

**LISD Trenton Hills Learning Center:**

The entrance to the LISD Trenton Hills Learning Center main office will be open for student arrival and will then be locked for the remainder of the school day. After the main entrance is locked, you will need to press the call button located outside to call the main office.

Your help in implementing these additional safety procedures is appreciated. These procedures may create some inconvenience; however, the goal is to better ensure the safety of all students, staff, and visitors.