



## Texas Administrative Code RULE §61.1031: SCHOOL SAFETY REQUIREMENTS

### TITLE 19: EDUCATION

### PART 2: TEXAS EDUCATION AGENCY

### CHAPTER 61: SCHOOL DISTRICTS

### SUBCHAPTER CC: COMMISSIONER'S RULES CONCERNING SCHOOL FACILITIES

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#### (a) Definitions

1. **Actively Monitored**
  - Supervised by an adult who can visibly review visitors before entrance, take immediate action to close and/or lock the door, and whose duties allow for sufficient attention to monitoring.
2. **Exterior Secured Area**
  - An area fully enclosed by a fence and/or wall that:
    - Utilizes a fence or wall at least 6 feet high with design features preventing it from being easily scalable (e.g., stone, wrought iron, chain link with slats or wind screen, or chain link topped with an anti-scaling device) or at least 8 feet high.
    - Is well maintained.
    - Features locked gates with emergency egress hardware and mechanisms preventing opening from the exterior without a key or combination.
3. **Instructional Facility**
  - As defined in Texas Education Code (TEC) §46.001, includes any real property, improvement, or necessary fixture predominantly used for teaching curriculum under TEC §28.002. Does not include facilities part of correctional institutions, higher education, medical, or social services providers not controlled by the school system.
4. **Modular, Portable Building**
  - Defined by Texas Occupations Code (TOC) §§1202.002, 1202.003, and 1202.004, includes industrialized buildings and relocatable educational facilities, regardless of construction location, or any other relocatable school facility.
5. **Primary Entrance**
  - The main entrance to an instructional facility closest to or directly connected to the reception area, or any exterior door intended for visitor use during school hours by policy or practice.
6. **School System**
  - Public independent school districts or public open-enrollment charter schools.



## 7. Secure Vestibule

- A secured space with two or more sets of doors and an office sign-in area where all but the exterior doors remain closed, latched, and locked, comply with subsection (c)(3)(B), and only open after visual verification of visitors.
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## (b) Applicability

- Provisions apply to all school instructional facilities owned, operated, or leased by a school system, ensuring access points are secured by design, maintained to operate as intended, and appropriately monitored.
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## (c) Safety and Security Standards Compliance

### 1. Door Numbering

- All exterior doors of instructional facilities, including modular buildings, must have graphically represented alpha-numerical characters visible on both the interior and exterior. Primary entrance does not require numbering. The numbering sequence must comply with the International Fire Code §505 and accessibility requirements.

### 2. Primary Entrance

- Must meet standards for exterior doors, allow visual identification of visitors, feature a physical barrier preventing unassisted access, and include a check-in/check-out process.

### 3. Exterior Doors

- Default to a closed, latched, and locked status unless actively monitored or within an exterior secured area. For ventilation, specific doors may remain open if authorized by the school safety and security committee and actively monitored or within an exterior secured area.
- Constructed of materials making them resistant to intruders, including forced entry-resistant film for glass components.

### 4. Classroom Doors with Exterior Entry

- Must allow visual identification of individuals seeking entry when closed and locked.

### 5. Ground-Level Windows

- Adjacent to exterior doors must be constructed or modified to prevent easy breakage and unauthorized entry.

### 6. Functional Locking Mechanisms

- Ground-level windows must lock from the inside and be locked when staff are not present.

### 7. Roof Access Doors

- Default to a locked, latched, and closed position when not in use and lockable from the interior.

### 8. Master Key Boxes

- Facilities must include exterior secure master key boxes (e.g., Knox box) for emergency access or provide local law enforcement with master key access.

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## 9. Communications Infrastructure

- Ensure law enforcement and emergency responder two-way radios function within the building(s) and include a panic alert button system meeting specific functionality requirements.
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### (d) Operating Requirements

#### 1. Access Control Policy

- Board of trustees or governing board must adopt a policy requiring weekly inspections of all exterior doors, report findings to the safety and security committee, and ensure the principal is aware of deficiencies.

#### 2. Door Numbering Site Plan

- Develop and maintain accurate site layouts and door designation documents for each instructional facility, making copies available in campus main offices and providing electronic copies to local 9-1-1 entities.

#### 3. Maintenance Checks

- Perform twice-yearly checks ensuring facility components function as required, including exterior doors, locking mechanisms for ground-level windows, perimeter barriers, emergency notification systems, and communications infrastructure. Promptly remedy any identified deficiencies.
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### (e) Compliance with Construction Standards

- School systems must comply with §61.1040(j) of this title (relating to School Facilities Standards for Construction).
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### (f) Prevailing Provisions

- Provisions of this section prevail over conflicting rules in Chapter 61, Subchapter CC.
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### (g) Compliance with Texas Government Code

- School systems must comply with standards under Texas Government Code §469.052.
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## **(h) Records Control Schedule**

- Adopt a 3-year records control schedule compliant with Texas State Library and Archives Commission requirements.
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## **(i) Certification**

1. **Implementation**
    - All requirements must be implemented during the 2022-2023 school year and annually certified as part of security audits, maintaining local certification and reporting non-compliance.
  2. **Provisional Certification**
    - Allow provisional certification for non-compliant components if necessary steps to upgrade are initiated and a timeframe for completion is provided.
  3. **Modifications by TEA**
    - TEA may modify requirements or grant provisional certification for individual site needs.
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## **(j) Expiration of Provisional Certification**

- Subsection (i)(2) and this subsection expire August 31, 2024.
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**Source Note:** Provisions of §61.1031 adopted effective May 31, 2023, 48 TexReg 2716.