

Regulation 3210R

Community Relations

VISITORS TO DISTRICT SCHOOLS

Sign-in Procedures

The District utilizes Raptor, an electronic visitor management system (EVMS), to ensure the safety and welfare of its students, staff, and guests. Selected staff members will be trained and authorized to use the EVMS.

Pursuant to Policy 3210, all visitors will be screened through the EVMS system. Upon entering a school building, visitors, including parents and volunteers, must proceed directly to the building's main office. Upon arrival, the visitor must present a valid state or government-issued photo ID, such as a valid driver's license. Before entry is permitted, the EVMS will check visitors against known sex offender databases. Once the visitor's ID is scanned and the visit approved, the EVMS will print a visitor's badge, which must be worn through the duration of the visit. Visitors must return this badge at the end of their visit.

Follow-up

Visitors who are flagged as sex offenders will be denied access to the building and directed to leave school premises. Building administration will be notified. Pursuant to Policy 3181, exceptions may be made with written authorization from the Superintendent pursuant to the terms set forth in Policy 3181.

A visitor who does not produce a photo ID will be referred to a building administrator. The visitor may be entered into the Raptor system manually (name and date of birth). If he/she is cleared by Raptor, the building administration has the discretion either allow or deny the visit.

Should the same visitor fail to produce a photo ID on subsequent occasions, he/she will be informed that without an ID, future access to the building is likely to be denied.