Operational is as Definitions:

Visitor - Anyone at a district facility without a district-issued photo identification badge and an identified district need for being on campus.

Non-Guardian Visitor – A visitor as defined above who is not the parent or guardian of a student on the campus.

Raptor/V-Soft System – This system is an electronic visitor sign-in system that uses the name and birth date information to perform a search against publically available national sex offender registries to determine whether the person seeking entry to a school campus is a sex offender. The system does not perform any other criminal history record search other than the search for the sex offender status. The Raptor system creates an electronic photo image of the first and last name, date of birth, and photograph located on the front of the driver's license/ identification card. The system uses this information to create a name badge with the visitor's full name, date, picture, and destination printed on the badge. The photograph on the front of the identification card is used for staff to verify the physical appearance of the person seeking access to the campus. The visitor badge allows school staff to quickly identify those who have authorization to be on campus.

General Information:

- All non-guardian and first time visitors are required to provide a state-issued form of photo identification prior to entering district facilities during the school day. Once a guardian has initially had their driver's license/identification card scanned each year, they are identified in the system and do not need to rescan their identification each time they visit that school year unless requested to do so by campus administration. They are still required to sign in at each visitation.
- In the event that a parent/guardian only does not have a state ID, they may visit a facility with an employee escort.
- Name badges must be worn by visitors at all times and returned to the office when the visitor signs out except in special events as directed by this regulation.
- Anyone at a district facility without a district-issued photo identification badge, or a visitor name badge generated by the Raptor system with the current date, must be escorted to the front office/receptionist.
- All district/campus employees will assist in the enforcement of the requirement for visitors to wear name badges.
- When office personnel deem it necessary for a visitor to meet immediately with an employee without being issued a pass, the visitor will be escorted to and from the location by a designated employee.
- District employees responsible for receiving school visitors, not volunteers, must scan the identification card through the Raptor system.
- Persons wishing to conference with an employee must make arrangements in advance to ensure availability.

- If a KISD staff member visiting the campus shows a front office an ID badge, he/she does not have to be scanned through the Raptor system.
- If a KISD staff member visiting the campus does not have an ID badge, he/she are to be scanned into the system just like a regular visitor.
- Any refusal to comply with the visitor guidelines as outlined in this regulation should result in immediate campus/facility removal.

Parents/Guardians:

- Classroom visits
  - Parents/guardians wishing to visit a classroom, either during instruction or for a parent/teacher conference, must make arrangements in advance with the principal and/or the teacher.
  - Parent/guardian observations must be arranged through the campus principal and teacher. They are limited to 30 minutes in duration and may not interfere with the instructional process, interview teachers, or tape/video/photograph. A limit of one adult guest is allowed.
  - Parents/guardians needing to go beyond the waiting area must register at the office and receive a pass.
  - Parent/guardians conferencing with campus staff will maintain an appropriately professional demeanor in conferences. Parents will not abuse the parent/teacher relationship verbally or physically. Teachers may end conferences where the parent/teacher professional relationship is not respected. Administrative support will be provided to teachers who anticipate or have experienced hostile conference circumstances.
  - Parents/guardians who are identified as a registered sex offender are not allowed to volunteer in classrooms or volunteer for any event in which students will be participating.
- Picking up student(s)
  - The school will provide a designated waiting area in the office/lobby for parents to pick up children; name badges are not required while in this area unless otherwise requested by the campus.
- Events/Emergencies
  - In an emergency, when it is necessary for a visitor to meet with a student, the principal or designee will call or bring the student to the office and remain with the student as appropriate.
  - Parents/Guardians who are identified as registered sex offenders are not allowed on any campus without making prior arrangements with campus administration. Campus administration must accompany the parent for the duration of their visit.

Non-Guardian Visitors:

- Any non-guardian visitors identified as registered sex offenders are not allowed at any KISD facility.

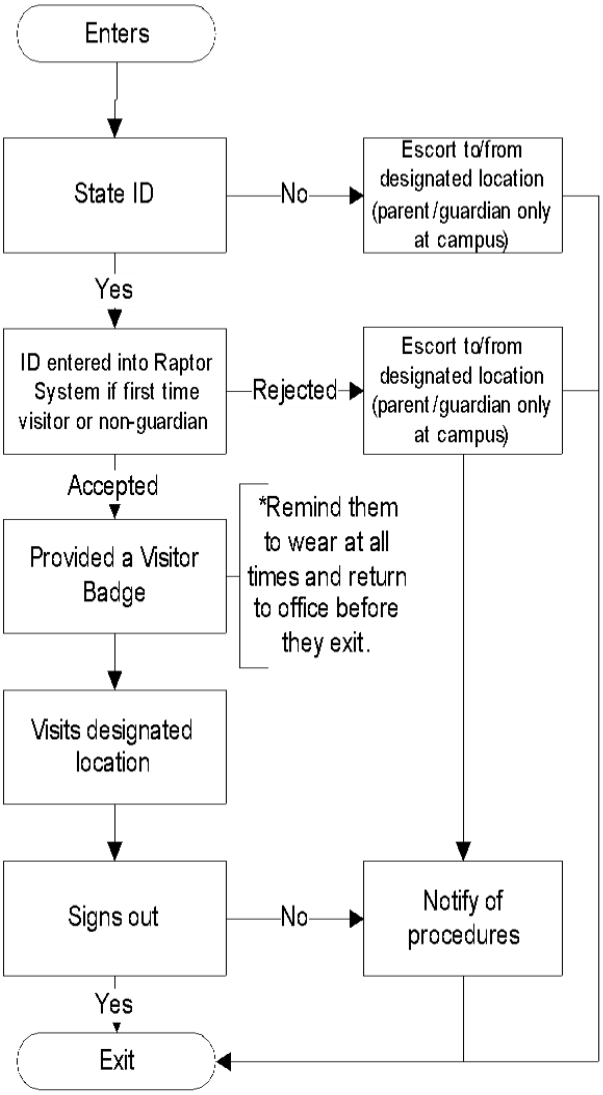
- Elementary and Intermediate Campuses: Non-guardian visitors wishing to meet with a student(s) will be limited to only those listed on the parent contact form or with written approval from the parent/guardian.
    - If visiting a student for lunch, non-guardian visitors will sit with the student at a designated table for visitation.
    - Approved non-guardian visitors are not allowed to proselytize or recruit students while on campus.
- Middle School Campuses: Non-guardian visitors such as youth ministers, scout leaders, coaches, or others must notify the campus prior to visiting a student at the campus.
    - If visiting a student for lunch, non-guardian visitors will sit with the student at a designated table for visitation.
    - Non-guardian visitors are not allowed to proselytize or recruit students while on campus.
- High School Campuses: Non-guardian visitors such as youth ministers, scout leaders, coaches, armed service recruiters, or other special visitors must have prior arrangements made with the campus principal or designee before visiting students on campus.
    - If visiting a student for lunch, non-guardian visitors will sit with the student at a designated table for visitation. Special speakers or armed service recruiters must stay in designated areas assigned by campus administration.
    - Religious proselytizing is not allowed on campus. Armed service recruiters may only recruit in designated areas.
- University Academic Observers
    - University professors wishing to observe instruction for academic purposes must make arrangements in advance with the principal and the teachers whose classrooms will be observed.
    - University students wishing to observe instruction for academic purposes must receive approval from the Human Resources department prior to making arrangement with the principal and teachers whose classrooms will be observed.
- Elections/Voters
    - Voters proceeding only to and from the polling stations do not need to wear a visitor name tag; however, district personnel will monitor and work to isolate the flow of voting citizens to the designated polling location.
- Requested Tours
    - Visitors requesting to tour a campus, facility or program must make arrangements in advance through campus administration.
    - Principals may designate specific days for requested tours and will identify those days on the campus website.
    - All tours requested and provided should be documented for data analysis.
    - Visitors are expected to comply with all campus visitor procedures and should receive an escorted tour throughout their visit.
    - Visitors may not interfere with the instructional process, interview teachers, or tape/video/photograph.
    - Classroom visits should be brief (less than 5 minutes) to minimize interruptions and distractions for students.

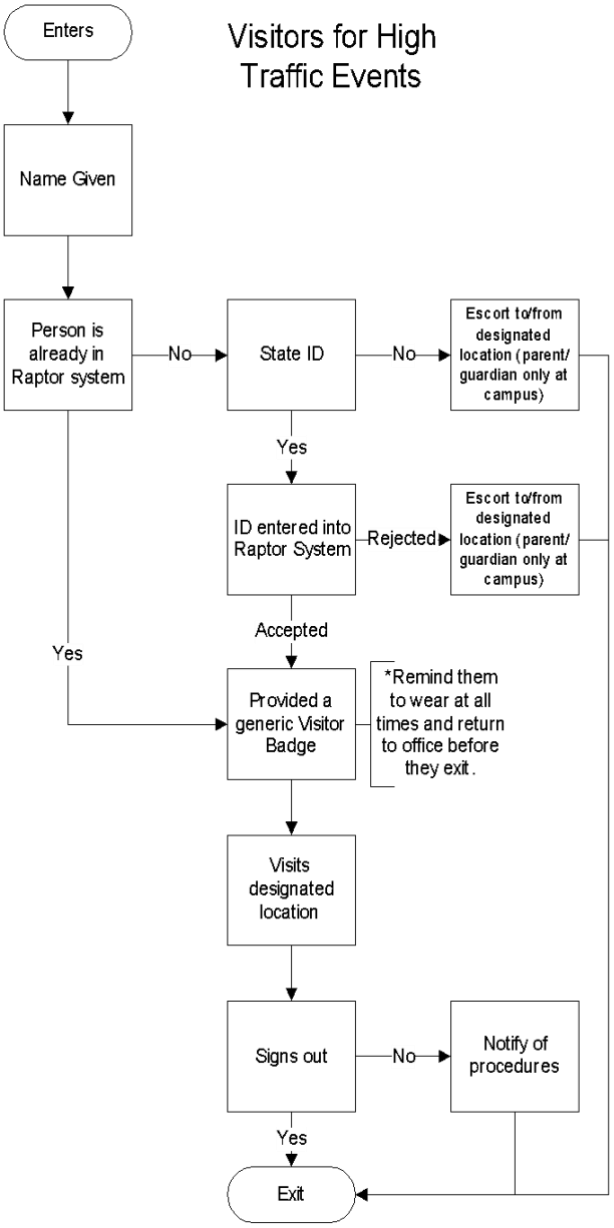
High Traffic Events:

- Administration has the authority to determine the management option regarding visitors on high traffic events based on persons in attendance, location of event, and personnel availability. They may follow the regular process for general visitors, the high traffic event process, or they may isolate entrance and exit to one location like gym/cafeteria with sufficient monitoring. Other processes outlined by administration may be considered with student safety placed as the highest priority.

Attachment – Data collection sheet

General Visitors




Visitors for High Traffic Events
Enters
Name Given
Person is already in Raptor system
No
State ID
No
Escort to/from designated location (parent/ guardian only at campus)
Yes
ID entered into Raptor System
Rejected
Escort to/from designated location (parent/ guardian only at campus)
Accepted
Yes
Provided a generic Visitor Badge
*Remind them to wear at all times and return to office before they exit.
Visits designated location
Signs out
No
Notify of procedures
Yes
Exit