Lake Elsinore Unified School District

LEUSD Visitor Management System

Procedures / Protocols

Safety is the highest priority in the Lake Elsinore Unified School District. The district has adopted the **LEUSD Visitor Management System** (Powered by Verkada, Inc.) to standardize the method each school must use to create an authorized visitor's pass. To create an official Visitor, Pass the visitors must provide an official government issued driver's license, or an official ID card, to scan and print a temporary visitor ID Badge. The printed badge displays the school's name, visitor's name, date, time, and destination. Consequently, everyone on LEUSD campuses can identify authorized visitors, as well as direct those visitors who have not yet checked into the office to do so.

In the event of an emergency, the LEUSD Visitor Management System allows online access to the names of visitors and volunteers that may be located on any LEUSD campus.

In addition, the **LEUSD Visitor Management System** scans each visitor's ID card against the registered sex offender databases of all 50 States. This search is done by name and date of birth only and provides photos of convicted sex offenders for LEUSD office staff to review for possible matches.

Scans against the registered sex offender databases will occur at all LEUSD schools, and <u>not</u> occur at the District Office as students are not assigned to this location.

(Office staff protocols are outlined in detail below)

General Information

1. All front office staff in the 25 schools will be trained in the use of the LEUSD Visitor Management System.

2. Standardized signs will be displayed at the entry points of all school offices to guide visitors to the official sign-in area.

3. The LEUSD community will be updated frequently using various modes of media regarding the District's use of the LEUSD Visitor Management System.

4. The LEUSD Visitor Management System will only be used during normal school hours Monday through Friday, and is not intended for after school events, and weekend activities.

5. The LEUSD Visitor Management System will be required for any program that is housed within an LEUSD facility. (i.e. Extended Day Program, Head Start, Adult Transition, etc.) The schools and various programs will coordinate to determine the site-specific logistics to ensure school and program safety. Programs offsite with their own main entrance may require their own LEUSD Visitor Management System.

6. The system is not intended to check in large crowds to attend an event during school hours within a specified and restricted space such as an auditorium. In such cases, there is a specific limit of time, and no direct interactions with students. In 2024-2025 a few pilot schools will test the feasibility of scanning large groups in the environment described above.

7.The LEUSD Visitor Management System is intended for visitors that request to pass through the front office to the campus and classrooms where children are present. A printed badge must be provided to the approved visitor indicating the visitor's name, date,

photo (if available), and destination. No visitor badge is required for the public to enter the school office when conducting school business.

8. Each LEUSD school will be provided with an IPAD for the following purposes:

a. *For office staff to check in visitors and volunteers, scan IDs, review scan results online, and to print badges.*

b. *To serve as a self-serve Kiosk, for LEUSD visiting employees (i.e. M&O, IT, Nutrition services, etc), to self check-in and check-out of LEUSD school offices.*

General Use Protocols

1. The following protocols will be followed for each category of visitor:

    a. **LEUSD Unified Employees that** visit a school they are not assigned to may present their official Lake Elsinore Unified School District Employee ID Badges, and are not required to provide personal identification for the **LEUSD Visitor Management System.** If a visiting employee does not have their official Lake Elsinore Unified School District Employee ID Badge, a personal form of identification will be required to be presented to the school for scanning into the LEUSD Visitor Management System.

    b. Parents and Guardians of Students at the School must be processed through the LEUSD Visitor Management System each time they visit. However, after a parent's identification is scanned into the system, the information is stored for future visits, saving the visitor the time of having to redisplay a physical ID card. Office staff simply identifies the visitor's name

in the system, and clicks on “scan”, and upon approval, a badge will be printed.

c. **Volunteers** are treated as visitors, and are treated the same as Parents and Guardians of Students at the School, as described above in letter b. However, for some volunteers that may be frequent visitors, and upon Principal Approval, would be provided an LEUSD ID Badge specific to Volunteers, which must be returned at the end of each volunteer’s sessions.

d. **Law Enforcement / Emergency Responders** may bypass the system during emergencies. In cases of non-emergency visits, personal identification, or the showing of their badge or state issued identification for manual entry, is required.

e. **Vendors/Contractors** are considered visitors, and must check in the front office via the LEUSD Visitor Management System. Acceptable forms of ID required include Driver’s license, State ID, Military ID, or passport.

f. **Parents / Legal Guardians Who are Registered Sex Offenders** have the right to participate in their children’s education. Parents and guardians of a District student who are registered sex offenders, must request written permission from the Principal before entering a school campus or grounds. As necessary, the Principal shall consult with Child Welfare and Attendance, who must contact local law enforcement, before allowing the presence of any such person at school or other school activities. After proper review, the Principal will give appropriate written permission to the parent, outlining the boundaries of visitation rights permitted, with specific activities, dates and times granted. The Principal shall report to the Superintendent, or designee, and Child Welfare and Attendance, anytime he/she gives such written permission.

2. **Alternative IDs.** The LEUSD Visitor Management System accepts all government issued IDs such as State issued driver's license, state ID cards, consular ID cards, permanent resident cards, active military cards, etc. In the event a visitor does not have such an ID, any other alternative ID may be produced for the school to review, and at a minimum the visitor must provide their name and date of birth to be checked through the LEUSD Visitor Management System. A school administrator may be involved to approve access to the campus in the event a visitor has no ID.

3. **Visitors that refuse to provide identification** may not enter an LEUSD campus. At a minimum, a visitor must provide name, and date of birth, to be checked through the LEUSD Visitor Management System. The school administrators may use their own discretion after learning more about the person and the situation, and these approved visitors without an ID, should be monitored closely.

4. **Data and Privacy.** The LEUSD Visitor Management System is Powered by Verkada, Inc., and only utilizes and records the following visitor information: *Full Name, Date of birth, first four digits of the ID, and ID photo.* The LEUSD Visitor Management System only checks the publically accessbile databases of registered sex offenders in all 50 States. Data entered into the system is housed offsite on Raptor secure servers that use advanced technology for Internet security, server authentication, data encryption, and firewall barriers. No data within *the* LEUSD Visitor Management System is shared with any outside agency. Raptor Technologies warrants that the confidentiality of Lake Elsinore Unified School District data is maintained according to all Federal and State laws.

5. **All Visitors must check-out of the school at the school office.** Visitors will leave their badge at the front office desk, and designated office staff will check the visitor out of the LEUSD Visitor Management System. The badge should be destroyed. All remaining

visitors are automatically checked-out of the system at the end of each day if they forget to stop by the office.

6. **In the event of power or communications failures**, a paper based system will be used in the interim. The information will be reentered into the LEUSD Visitor Management System when the system comes back online.

Office Staff Responsibilities
Visitors on Campus

Checking in Visitors:

1. The office staff will obtain the driver's license or photo identification of the respective visitor and scan it through the reader.

2. If the visitor is not a registered sex offender no action will be taken by the system and a visitor badge will be printed. The data scanned from the driver's license will be stored in the program's database. If there is no match of photos, the visitor may be issued a pass and be allowed to enter the school.

3. If an individual's scanned identification card provides a positive response for a registered sex offender, the office staff will *seek* administrator assistance to process the acknowledgement. The administrator will take over the visitor's interactions from the office staff and proceed in a confidential manner. When there is a match of photos, the administrator, or office staff, *clicks "YES". The program will ask again, "Are You Sure" and staff will click "YES" again.* Texts and email alerts are automatically sent to the school's administration, and to a designated Child Welfare and Attendance representative.

Office staff may use the following standardized verbal responses at all LEUSD schools:

- ***Office Response - Administrator on Campus*** **-** *"I'm sorry, our visitor management system has provided us with a notification that will require our Principal, or designee, to review. Let me see if our Principal is available to meet with you now to review the notification, and your request to enter our school."*

- ***Office Response - Administrator NOT on Campus*** **-** *"I'm sorry, our visitor management system has provided us with a notification that will require our Principal, or designee, to review. Our Principal is away, but I will be happy to schedule an appointment for you to speak with him/her regarding your request to enter our campus at a later time."*

In addition to the statements above, office staff may provide flagged visitors with an "information card" that explains the LEUSD's visitor management system in more detail for the purposes of assisting difficult communications to be acted upon with respect and dignity.

If a situation further advances, the school may request Child Welfare and Attendance for a site visit to provide support, or contact the Sheriff's Department if public safety is a concern.

School Administrator Protocol (When off Campus)

When a school administrator receives a text alert of a positive match between a prospective visitor and registered sex offender, the following protocols will be followed:

1. The school administrator will contact their school by phone to confirm receipt of the alert, and determine if assistance is required.

2. Child Welfare and Attendance will contact the school office to confirm receipt of the alert, and to determine if site assistance is requested.

3. The school will report to the Superintendent's office any instance of a match between a school visitor with the sexual offender database, and when applicable, include an associated "incident report".

4. Any involved staff may contact the Sheriff's department should any person disrupt school operations, exhibit behaviors of non-compliance, that may place students, staff or the public in harm's way. **Note:** School offices will not call the Sheriff's department simply because a visitor has been flagged on the LEUSD Visitor Management System as a possible sexual offender.

The function of the District Child Welfare and Attendance staff is to interact with office staff and prospective visitors who may need added support due to emotional circumstances of being denied entry as a result of being identified as a possible sexual offender, not otherwise posing a threat to school operations or safety.

The function of the Sheriff's Department is to assist the school administrator, or school office staff, in ensuring the safety and security of students, staff, and the public, and the prevention of school disruption.

All schools should be aware of existing LEUSD Policies and Regulations related to disruptions, sexual offenders, volunteers, and visitors, located below within the following links.

Current LEUSD Board Policies:

- *BP / AR 3515.2 (Disruptions)*
- *BP / AR 3515.5 (Sexual Offender Information)*
- *BP 1240, AR 1240 (Volunteer Assistance)*
- *BP / AR 1250 (Visitors / Outsiders)*