

## VISITORS TO DISTRICT SCHOOLS / DISTRICT FACILITIES

### **Purpose:**

The purpose of a visitor management system is as follows:

- Ensure that everyone in a school building is accounted for
- Ensure that staff and visitors have visible, approved identification
- Ensure that no unauthorized person enters a school or facility

### **Section 1: Visitor Overview**

- 1.0 Visitors include, but are not limited to parents, guardians, substitutes, volunteers, contractors and district staff from other schools, state, and federal agencies. Additionally, visitors include all Lincoln County School District #2 staff who are not employees or enrolled students of the school or facility they are entering.
- 1.1 This procedure shall apply during student instructional days and instructional hours as outlined in the approved district calendar for Star Valley and Cokeville Schools. See 2.01 for exceptions
- 1.2 All visitors are required to check-in at the school or facility main office for initial assistance and to be issued a visitor's badge as appropriate under Section 2 and Section 6.
- 1.3 Whenever possible the visit should be scheduled in advance. Seek guidance from your child's school on scheduling a visit: student handbook, school webpage, or call the main office.
- 1.4 Principals and teachers reserve the right to reschedule a planned or unplanned visit, and place restrictions upon the time, duration, frequency, and location of visits as they deem appropriate to avoid disruption of instruction and/or the instructional day.
- 1.5 Teachers are expected to not take class time to discuss individual matters with visitors.
- 1.6 In visiting a classroom, visitors shall refrain from making statements or engaging in conduct which interrupts instruction or causes distractions for students, or otherwise disrupts the learning environment.
- 1.7 Visitors shall not share information about other students as a result of a school visit, including but not limited to a student's academic performance, behavior, personal information, and/or status. Visitors should be mindful of any restrictions regarding taking photographs or video during the school day.
- 1.8 Only principal-approved activities may be conducted by visitors while on school grounds.
- 1.9 Visitors must comply with all Lincoln County School District #2 policies.

### **Section 2: Visitor Check-in Procedures at a School or Facility**

- 2.0 All visitors should be greeted by an employee, have their identification verified, have the purpose for visit confirmed, be given a visitor management system badge (visitor badge) or have a Lincoln County School District #2 identification badge visible during visit.
- 2.1 Exceptions are authorized by the building principal or superintendent. Example: For large events during the school day, such as student activities or student performances, guests will be greeted and directed to the performance.
- 2.2 If the visitor is not an employee of Lincoln County School District #2 they will be checked through our student information system prior to admittance to the facility.

- 2.3 All government issued forms of identification are acceptable. Examples include but are not limited to, state issued driver's license, military ID, and passport. If the visitor lacks identification see Section 6.
- At the discretion of the building administrator. It may be necessary to walk the individual to the appropriate location in the building. The visitor would be with Lincoln County School District #2 staff at all times.
- 2.4 District employees visiting school buildings shall check in at the front office and follow sign-in procedures.
- 2.5 With the exception of students enrolled in that building, all persons in a school or facility should have visible identification. Either a Lincoln County School District #2 issued ID or a visitor's badge is to be worn so that it is visible on the outermost garment above the waist.
- 2.6 Upon exiting the building visitors shall check out. Designated staff shall reconcile the visitor "sign-out" sheet and/or visitor management system at the end of the day to ensure all visitors have left the building.
- 2.7 Any school staff member who encounters a visitor without a visitor badge shall assist and escort that visitor to the main office to check in.

### **Section 3: Exterior Perimeter Controls**

- 3.0 All exterior perimeter doors shall be locked during the school day and at other times as designated by the Superintendent or designee. Visitor access is restricted to the main entrance only.
- 3.1 Any door/entrance that remains unlocked, shall be visually monitored at all times.
- 3.2 Propping exterior doors is prohibited at all times during the school day.
- 3.3 Staff, students and visitors should be reminded throughout the school year not to open exterior doors for visitors trying to gain access into the building. Everyone must go through the proper procedure to gain access into the building at the main entrance.

### **Section 4: Failure to Comply and Refuse Entry**

- 4.0 Principals are authorized to refuse entry onto school grounds and into school facilities to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct or any conduct which will or could interfere with the educational program to leave the school grounds.
- 4.1 The superintendent or their designee is authorized to request assistance of law enforcement officers in cases of emergency or difficulty in getting persons to comply with this policy and the superintendent or their designee is authorized to seek prosecution to the full extent of the law when persons violate the provisions of the district policy regarding visitation, damage to school property, loitering, or disruptive activity.

### **Section 5: Visitor Management System**

- 5.0 All schools and facilities will have a visitor management system that addresses Sections 1 through 4 of this procedure.
- 5.1 At minimum, when a visitor enters the building specifically to interact with a requested student, the student information system should be checked for allowances, alerts, or restrictions on the

visitor prior to allowing the interaction between visitor and student along with all other “release of students” procedures from school during the school day.

## **Section 6: Visitor Management System- RAPTOR**

### **6.1 What Raptor is and is not:**

It is important to know that the only database accessed is the national database of registered sex offenders. No other data is gathered or recorded, and no information is shared with any other outside agency.

### **6.2 Initial Visit: Check-In, Identification Check, Visitor ID Issuance**

Visitors who enter any Lincoln County School District #2 facility with the intent to visit elsewhere in the building, other than the front office, will be asked:

- a. Purpose of Visit
- b. Location of Visit
- c. To present an ID such as a Driver's License
- d. Details of the visit will be entered into Raptor and,
- e. The ID will be scanned into the system

Once entry is approved, Raptor will print a badge that identifies visitor, date, and the purpose of the visit.

REMINDE ALL GUESTS to stop in the office and SIGN-OUT.

### **6.3 Initial Visit: No State issued ID**

If a parent or guardian for any reason does not have a driver license, the school staff member can use another form of identification (passport, military, birth certificate, etc.) and manually enter the person's name into the Raptor system.

If the person lacks any appropriate identification to enter that information into Raptor:

- At the discretion of the building administrator. It may be necessary to walk the individual to the appropriate location in the building. The visitor would be with Lincoln County School District #2 staff at all times.

### **6.4 Return Visits after first ID Scan/Visits after the first Driver License scan:**

You may conduct a quick scan by simply typing the parent/guardian's name into the system. The system finds the individual, you complete the rest of the information (see 6.2), and a badge is printed.

### **6.5 Exceptions:**

A visitor's badge will not be necessary for visitors who remain within a designated area of the main office, and do not move beyond that control point.

- A. Each school should establish a zone in the Main Office area where a visitor doesn't need to go through the check-in procedure.
- B. Each school should clearly mark where the zone ends, and that visitors past that point must check-in and have a visible visitor badge.

### **6.6 Visitor Check-out:**

REMINDE ALL GUESTS to stop in the office and SIGN-OUT (check-out) upon leaving the building.

### **6.7 Emergency Button:**

Emergency buttons will be on the screen of the computer at the front desk. This will allow the user to send an immediate emergency alert to the School Resource Officer, principal, law enforcement, and the District Administration Office.

We will establish custom EMERGENCY alerts (active shooter, health emergency, hostile parent/student)