

## Community Relations

### Administrative Procedure – Use of Visitor Management System

Raptor is a web-based application being utilized by Woodland District 50. Raptor utilizes available public databases to help control security and provides an effective, efficient method for tracking. Raptor is used to produce visitor badges and electronically check all visitors against a registered sexual offender's database and any building-entered prohibited persons such as No-Contact orders. The overall goal is to better control access to all Woodland District 50 facilities; thus providing enhanced protection for our students and staff.

### General Procedures

1. All front office staff and administrators will receive training on visitor check-in procedures to ensure that all non-employees are screened through the Raptor system and display a visitor's badge. Any person who does not have a visitor's badge or Woodland District 50 ID will be immediately escorted to the front office.
2. All visitors who need access beyond the office will be required to show a photo ID. A valid ID can consist of a driver's license, state or country issued photo ID, or a military ID. If it is their first time visiting, their ID will need to be scanned. If they have been in the building before, they will still be required to show photo ID but their name can be located in the system.
3. When an ID is scanned, the person scanning will keep the ID in plain view, to reduce any concerns that anyone might be using or copying their personal information. The ID will immediately be returned to the visitor. The visitor will be given their printed badge and will be required to wear the badge for the duration of their visit on school grounds.
4. If the visitor does not have a valid form of identification, the school administrator will be called to assess the situation. If the administrator determines the visitor is known, the visitor can be manually entered into the system. However, a visitor will only be allowed to enter twice without a valid ID and any subsequent visits they will be denied.
5. The visitor will return to the office to checkout when they are leaving. The visitor will be instructed to return the badge and will be checked out of the system. Once the visitor has been signed out of the system, the badge should be destroyed so it cannot be reused. If a visitor forgets to check out, they will be checked out automatically and be reminded before the next visit they are required to check out before exiting.
6. For activities in the school where a large amount of visitors are expected, the administration may choose not to use Raptor and have visitors sign in utilizing a paper log.

### Visitor Categories

#### Parents/Guardians of Students at School/Facility

1. All parents/guardians wishing to enter school/facility will present a valid driver's license from any state, an official state or country issued photo identification card or a military identification card for scanning.  
**Note:** Parents/guardians who refuse or do not have such ID will be required to stay in the office and wait for an administrator. The administrator may allow limited access based upon personal knowledge of the situation and/or knowledge of the person. However, the person should be manually entered into the computer and instructed to use the proper procedure moving forward.
2. School staff will conduct check-in procedures and scan appropriate ID and verify the nature of the visit. If the scan is negative and the visit is verified, the visitor will receive their visitor badge and be allowed appropriate access to the school. If the visitor has been verified by Raptor on previous visits, they will be required to show photo ID and be

located within the system. The visitor will also be instructed to check out with the office and return the badge before leaving.

3. When the visitor returns to the office the office staff will log them out of the system. Their visitor badge should be returned and destroyed so it cannot be used again.

#### Guest Teacher

All Woodland District 50 guest teachers have been issued a Woodland identification badge and it should be worn at all times. Guest teachers will display their substitute identification badge upon entering the building. If a guest teacher reports to work without an ID badge, they will be scanned into the Raptor system.

#### Vendors/Delivery Personnel/Others

1. All vendors, delivery personnel and other visitors requiring access beyond the office who are not assigned to a particular school will be scanned into the system each time they require access to the school.
2. School personnel conducting visitor check-in and scan processes will verify scan results and verify the nature of the visit. If the scan is negative and the visit is verified, the visitor will receive their visitor badge and be allowed appropriate access to the school. The visitor will also be instructed to check out with the office and return their visitor badge before leaving.
3. If the scan of the database comes up with a positive match, a school administrator or designee will accompany the vendor while the delivery/utility check is made. The vendor will then be asked to provide contact information for his/her supervisor and be asked to leave. The building administrator will then follow up with the Business Office, who will contact the supervisor and advise him/her that the particular vendor employee will not be allowed to make deliveries to any school or building in Woodland District 50.

#### Law Enforcement/Emergency Responders/Government Officials

1. Law enforcement and other first responders should bypass the sign-in process if responding to an emergency.
2. Law enforcement and other government personnel on official business will be asked to present their identification similar to other visitors. However, these visitors have an option to show their badge or state-issued identification that can be manually entered, on request.

### **Special Circumstances**

#### Parents/Legal Guardians Who Are Registered Sex Offenders

1. All parents/legal guardians who are registered sex offenders must comply with Woodland Board Policy 8:30.
2. Campus administrators or school resource officers will privately notify the parent or guardian that they appear to be matched with a person on Raptor database.
3. If the individual indicates there is a mistake, they can contact the state to rectify the matter. Staff members may choose to give the parent a print out of the alert if desired.
4. The parent or guardian will not be permitted to mingle with students or walk through the school unescorted.
5. Failure to follow these procedures may result in parents or guardians being banned from the campus.

**Customized Alerts**

There may be situations where certain visitors can be flagged as posing a danger to students or staff. Raptor has the ability to program customized alerts specific to the students and faculty at individual schools. These alerts seek to help school personnel identify and avoid dangerous situations.

Examples of persons that can be entered into a Private Alert are:

- Non-custodial parents or family members
- Parents or other family members with restraining orders banning contact with a student or staff member
- Parents with limited visitation rights
- Expelled students
- Persons who have threatened students or faculty members
- Persons who have committed a crime on or near a school campus

Building and district administrators will have the ability to add private alerts. If a private alert is added, staff will ensure the following:

1. File a copy of the court order, restraining order, legal document or communication from law enforcement or administrator, which supports the alert.
2. Notify the office staff about the nature of the alert.
3. Review the campus emergency procedures addressing hostile persons on campus.

**Power/Internet Connection Failure**

In the event that a power failure or Internet disruption occurs, staff will use paper logs. The logs should be entered into the system once the power or Internet service has been restored.

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