

# **CAMPUS VISITORS PROCEDURE**

Parents are always welcome at \_\_\_\_\_CAMPUS. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the Main Office to sign in. All visitors must present a current driver's license or state ID in exchange for a visitor's pass. LISD schools utilize RAPTOR Visitor sign-in system which works with the National Sex Offender Registry. All visitors should be prepared to present their photo ID at each school visited. A visitor, at the discretion of the principal, may be required to present photo ID on subsequent visits. On subsequent visits, the receptionist will ask the visitor to either scan their ID or enter their name into the computer. **NOTE: Since all visitors will be screened by RAPTOR, there is no administrative requirement to escort parents and volunteers unless determined by a campus administrator.**

- **Lewisville ISD employees must present their badge upon entering a building.**
- **Current students who are visitors participating as part of a cooperative secondary/elementary school function, must present a school ID but are not required to be scanned for Raptor.**

## **Parent's Classroom Visitation Policy**

LISD wants parents/guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. If you choose to visit your child during class time, the following procedures apply:

- Campus administration and the teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
- Parents must sign in through the Main Office and present a current ID. No person, other than the student's parent/guardian will be allowed to see the student without the parent/guardian's written permission or the parent/guardian being present.
- Classroom visits or observations are limited to two 45 minute visits per eighteen weeks.
- Classroom visits or observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.
- This policy does not apply to those who, by law, are permitted to visit with children.

## **Lunch with Students**

- Parents are welcome to eat lunch with their student(s). Parents may purchase a cafeteria lunch or bring food for their student and themselves. Parents may only bring food for their student.
- Relatives of students are welcome for lunch when accompanied by the parent/guardian or with written parent permission.
- Parents should sit with their student in a designated area. Other students will not be permitted to eat in the designated area without their own parents.

**Non-family visitors** who have a legitimate interest to visit students during lunch must:

- Provide written permission from the parent of the student(s) they wish to visit (kept on file). Non-family visitors may only sit and visit with students for which they have received parental permission.
- Contact campus administration at least 24 hours prior to your visit.
- Sign in through the Main Office and present a current ID for the Raptor system to receive a visitor's pass.
- Parameters for these visits will be determined by the campus administration based on factors such as the nature of recurring visits, pre-planning, and the number of students.

### **Elementary Campus Playgrounds**

- Only school employees and elementary students are allowed on the playground during bus arrival/dismissal time, during school hours, and during the Extended School Day program.

### **Volunteers**

- Volunteers must complete a criminal background check. This can be completed on the LISD website ([www.lisd.net](http://www.lisd.net)) under the Parents button through the link to "Volunteer/Apply Now." This may take a minimum of 2 weeks to process. Volunteers must reapply every three years.

# District Raptor FAQ's

## **How does the system work?**

Visitors present a valid state or government issued photo identification card to the school's receptionist. This ID is scanned into the V-Soft system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by Raptor Technologies, Inc. Within moments, the receptionist will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the V-Soft system will print out a visitor's pass which includes the person's name, photo, date of visit, and destination within the building.

## **What types of identification are acceptable to be used in the V-Soft system?**

The following IDs are known to work within the system: Texas Driver License; State ID Card; Concealed Handgun License; Military ID; Government ID; Mexico Driver License; Mexico Consulate ID; Canada Driver License; and, Alien Registration Receipt Cards. This list is not meant to be exhaustive, or to exclude other forms of valid state or government issued photo identification cards. If another form of ID is presented, we will evaluate its use for the V-Soft system.

## **What Data is Used?**

Public sex offender database information is used to screen visitors to the campus, as well as private alert data entered by the school on custody issues and restraining orders. This is NOT a background search – no other criminal information is searched or provided such as traffic tickets, warrants, felonies, etc.

## **Data Security**

The data entered or scanned into the system is secured by GeoTrust Quick SSL. Sites secured by Quick SSL are utilizing 128-bit SSL certificates hereby offering the highest level of encryption or security possible.

## **Privacy Policy**

The data collected is exclusively for the use of the school, school district and law enforcement only. This information is NOT sold or shared with any outside sources.

## **Does this replace the volunteer criminal background check?**

No, Raptor only checks for sex offenders. The volunteer criminal background check is required every three years.

## **What if I don't have a district-approved photo ID; can I still get into the school?**

It depends on the purpose of your visit. A campus administrator will evaluate the purpose for the visit and make a determination. If granted, the visit will be monitored and limited solely to the area where you need to go. Before entering the school, you will be asked to provide your first and last name, as well as your date of birth; this information will be manually entered into the V-Soft system and scanned against the RSO database. Assuming clearance, a visitor's pass will be issued.

**Do I have to present my photo ID each time I enter a school?**

All visitors should be prepared to present their photo ID at each school visited. A visitor, at the discretion of the principal, may be required to present photo ID on subsequent visits. On subsequent visits, the receptionist will ask the visitor to either scan their ID or enter their name into the computer. It is important to note that even though a visitor may not be asked to provide their photo ID on subsequent visits to the same school, before a visitor's pass is printed out, the V-Soft system will check the name against its updated database of Registered Sexual Offenders. If, for any reason, announced or not, a principal chooses to require photo ID for all campus visitors, this will be strictly enforced.

**What if I'm on the Registered Sexual Offender list? Can I expect to interact with my child and work with the district in educating him/her?**

Yes, assuming you do not have a court-order restricting access into the school. You will need to check in with the receptionist upon arrival. A school administrator will visit with you to confirm the purpose of your visit. After this, you should expect that your visit will be monitored in its entirety, as cited in Board policy GKC Local.

**Board Policy GKC Local:**

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

**REGISTERED SEX OFFENDERS ON DISTRICT PREMISES**

The Superintendent, working with campus administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

Unless legal documentation (i.e., a court order) prohibits a registered sex offender from being on or within a specified distance of school property, the registered sex offender shall be allowed school-related visitation, as provided by this policy.

To ensure student safety, school administrators shall enforce the following precautions while a registered sex offender is on school property:

1. The sex offender must check in at the main office of the school for all visits, whether scheduled or unscheduled.
2. An administrator or designee shall escort the sex offender to and from all destinations within the building, including all common areas.
3. The sex offender shall not be allowed to act in a volunteer capacity for the school.
4. The sex offender shall only interact or communicate with his or her own child, not with other children in the school.
5. The sex offender shall remain in his or her vehicle, or shall check in at the main office, when dropping off or picking up his or her child.

**If a person is identified by V-Soft as an RSO, will that person be allowed into our schools?**

If the system identifies a person as an RSO, administrators will immediately receive an alert message from V-Soft on their cell phone and/or e-mail. The campus administrators and SRO, if applicable, would invite the person into a private office to understand the need for the visit. If the Principal agrees to the visit, the person would receive a visitor's pass and then must be escorted to his/her destination. The entire visit would be closely monitored.

**What about after-school events that are held in the school; can a parent or legal guardian who has been previously identified through the system as a Registered Sexual Offender go to such an event?**

Yes, assuming they have informed the principal of the school that they will be in attendance. It is our expectation that this visitor will be monitored by school administrators while in the school, as cited in Board Policy GKC Local.

**What if a vendor or contractor attempts to gain entrance and is found to be on the Registered Sexual Offender list; will he be given access to the school?**

No. He will be directed to contact Purchasing and/or Human Resources for further instructions.

**What about delivery trucks who deliver to the kitchen dock; will those people have to go through the V-Soft system?**

No, unless they have a need to go beyond the kitchen area; then they would be escorted by kitchen staff to the front office to go through the system.