

Adopted By: Board of Education June 22, 2026

Implementation Authority: Building Principal / Front Office Staff

I. PURPOSE

These procedures establish standardized expectations for visitor management to ensure a safe and secure learning environment consistent with Policy 903.

II. REQUIRED VISITOR ENTRY PROCEDURE

All visitors must:

- Enter through the designated secure entrance
- Report immediately to the main office
- Provide a valid government-issued ID
- State the purpose of the visit

III. RAPTOR SECURITY SCREENING

All visitors are required to:

- Have their ID scanned through the district-approved Raptor Visitor Management System
- Be screened prior to approval for entry

IV. VISITOR BADGE REQUIREMENT

- A visitor badge will be issued upon successful screening
- The badge must be worn visibly at all times
- Visitors without badges will be escorted to the office

V. BUILDING ACCESS

- Visitors may only access approved areas
- Staff may require visitors to be escorted
- Unauthorized access is prohibited

VI. CHECK-OUT PROCEDURE

Visitors must:

- Return to the main office
- Sign out
- Return badge if applicable

VII. NON-COMPLIANCE PROTOCOLS

A. Failure of Raptor Screening:

- Current and all future access is denied
- Principal is notified
- Law enforcement may be contacted if necessary

B. Refusal to Provide ID or Submit to Screening:

- Access is denied
- Visitor will be directed to leave

C. Failure to Wear Badge:

- Visitor will be escorted to office
- Access may be revoked

D. Refusal to Leave or Disruptive Behavior:

- Principal will issue directive to leave
- Law enforcement may be contacted
- Individual may be considered trespassing

VIII. AUTHORITY TO DENY ACCESS

The principal or designee may deny or revoke access at any time based on safety concerns or non-compliance.

IX. STAFF RESPONSIBILITIES

All staff must:

- Challenge individuals without badges
- Report concerns immediately

X. COMMUNICATION

Clear signage will be posted requiring all visitors to report to the main office.