

### Visitors to School District Buildings, Sites, and Events

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings, sites, or attend school events.

Visitors to schools and district's main administrative office building (persons other than employees or assigned students) must follow established safety and security procedures and must sign in at the building's main office during school hours. Visitors must present a valid government-issued photo ID, which will be scanned using the district's Raptor Visitor Management software. Individuals not possessing an accepted ID may request a district-issued visitor ID by contacting the building they wish to visit for the necessary application form.

Using Raptor, the visitor's ID will be scanned and their name and birthdate will be checked against the National Sex Offender Registry. The system will print a time-stamped photo ID which must be worn in a visible location at all times while in the building. Visitors must then sign out in the main office when leaving the building.

Large-group public events such as concerts, athletic events, presentations, etc. may bypass use of the Raptor System with approval from the appropriate administrator as outlined in the Raptor Visitor Management System Handbook.

Persons who wish to observe a specific classroom while school is in session must obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Unless previous arrangements have been made, teachers and other employees shall not be required to take time from their assigned duties to discuss matters with visitors.

Visitors failing to conduct themselves appropriately may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult and must have their visit pre-approved by the principal. The district reserves the right to deny or revoke a visitor's access if, in the judgment of the district, there is a specific reason to believe a person poses an immediate risk of harm to any student or staff member.

It shall be the responsibility of employees to report inappropriate conduct or the presence of unauthorized visitors. It shall be the responsibility of the superintendent and principals to take the action necessary to stop the inappropriate conduct or unauthorized visitors. If the superintendent or principals are not available, a school district employee shall act to stop the inappropriate conduct or unauthorized visitors.

Adopted: November 9, 1998  
Revised: December 8, 2008  
Revised: June 9, 2014

Legal Reference:  
Iowa Code 279.8; 716.7  
Raptor Visitor Management System Handbook