



The **MCBOE Policy 10.5 Visitors to the Schools** states:

“To ensure that school personnel are aware of visitors’ presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/Designee and all visitors must report immediately to the Principal’s office and obtain permission to visit upon entering the school and identify themselves as well as declare their purpose for visiting.” In conjunction with the above policy, this document has been developed to provide guidance on the implementation of the **RAPTOR Technologies Visitor Response System**.

1. Who must be scanned?

Anyone who will be entering through and going beyond the front office during regular school hours must have his/her ID scanned. This does NOT include parents attending assemblies, participants in events such as Operation Preparation, Career Fair, and the Reality Store.

2. What types of identification can be used when entering the building as a visitor?

The following will be utilized as acceptable forms of identification when entering the building as a visitor:

- A. Driver’s License
- B. Passport
- C. U.S. Military ID
- D. Valid State ID

3. What if there is no acceptable form of identification presented?

There are two ways to be admitted as a visitor in the building.

- A. Presentation of a valid form of ID as listed in Question 2.
- B. Site-identification by employee at the front desk.
 - If no ID is presented but the visitor can be identified visually by the employee at the desk, the employee may manually enter the person’s name and date of birth into the RAPTOR system. This should never take the place of presentation of ID and used only when absolutely necessary. On the next visit, the employee will ask for a valid ID.

4. What happens when a visitor refuses to present or show ID?

This situation would be handled as any other front office situation of this nature. An administrator is notified to report to the office and/or if the employee at the front desk feels it is necessary, emergency protocol can be initiated including but not limited to: Lock Down, Panic Button, Emergency Call.