

Adopted from MSBA/MASA Model Policy 903, Orig. 1995, Rev. 2017

Approved: 1/20/22 by Board of Directors

Revised: 6/15/23 by Board of Directors

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 903  
VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

**I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by Bluffview Montessori School.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.
- C. Bluffview Montessori School uses the Raptor Visitor Registration System to enhance school security and to provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system reads visitor drivers' licenses, comparing information to a sex offender database, alerting administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo. See attachment A for the full procedural guide.

**III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

#### **IV. RESPONSIBILITY**

- A. Bluffview Montessori School administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The Head of School shall be responsible for providing coordination that may be needed throughout the process and for periodic school board review and approval of the procedures.

#### **V. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with Bluffview Montessori School procedures and regulations or if the visit is not in the best interest of students, employees or Bluffview Montessori School.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off Bluffview Montessori School property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school administration or a person designated by the school administration in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

**Cross References:**

**Attachment A**

## **Raptor Visitor Management Procedural Guide**

### ***Frequently Asked Questions***

#### **What is the RAPTOR system?**

RAPTOR is a visitor registration system that enhances school security by reading visitor drivers' licenses, comparing information to a sex offender database, alerting building administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo.

#### **How does it work?**

Drivers' license information is compared to a database that consists of registered sex offenders from all 50 states. If a match is found, building administrators and law enforcement personnel can take appropriate steps to keep the building safe.

#### **Why is Bluffview Montessori School using this system?**

The safety of our students is our highest priority. Raptor will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system quickly prints visitor badges that include a photo, the name of the visitor, the location where the visitor will be, the time, and the date.

#### **What other information is the school taking from drivers' licenses?**

Raptor is only scanning the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. See privacy and security information located on page 3.

#### **Should we scan every visitor into the system, including Bluffview employees?**

Yes, all visitors should be scanned into the system. Bluffview employees do not need to scan in. Substitute teachers should sign in on the paper log.

### **How should we check-in University students and student teachers assigned under district partnership agreements?**

Student teachers will enter the building as building staff and must wear a university photo ID at all times. Other University students working at Bluffview should sign in and out and wear a picture ID badge issued by the University. If the University student does not have a photo ID issued by the University they will need to wear a Raptor visitor badge.

### **What about Community Partnerships?**

Individuals working under approved community partnership agreements should sign in and out and wear a picture ID badge issued by the Organization. If they do not have a photo ID issued by the Partnership Organization they will need to wear a Raptor visitor badge.

### **Do we have the right to require visitors, even parents, to produce identification before entering the building?**

Yes. We need to be sure who is in our building, why they are here, particularly if a student is involved, to be able to confirm that an individual has the authority to have access to the student. You can only do this by knowing exactly with whom you are dealing.

### **What if the person refuses to show identification?**

Contact the building administrator immediately. The administrator can question the individual and explain the process to them. The administrator, based on this knowledge of the person and situation, can make a determination to allow entry or refuse access to the facility and/or a student, or at the administrator's discretion, the student and visitor can meet in the office. *The administrator can choose to manually enter information up to two times for a visitor.*

### **Do I scan police officers, firemen and other uniformed or similar governmental officials into the system?**

Yes, in **non-emergency** situations. Again, this is to allow you to know who is in the building at all times. However, law enforcement personnel visiting a building on official business can be given the option to have their information entered manually by presenting their badge or state-issued identification instead of their driver's license.

### **If a "hit" comes back indicating that the person just scanned is a registered sex offender, do I have reason to fear?**

Many registered sex offenders are going to be relatives of one of your students. Normal caution should always be used Pay attention to the individual's demeanor, body

language and verbal cues is the key to your personal safety. If in doubt, always summon help immediately. Remain calm and ask the person to take a seat, as you wait for the head of school. Do not go into detail or give further explanations.

### **Do we have to give listed sexual offenders and predators access to our school?**

Bluffview can prohibit registered sex offenders from entering the building. Parents/guardians who are registered sex offenders have the right to participate in their child's education; however, that right does not grant them unlimited access to the school. The parent will have access to data, be able to communicate with the child's teachers and administrators through other means, and be able to make educational decisions related to the child. These can be accomplished without granting access to the building.

### ***Privacy Information***

Raptor Technologies, Inc. (Raptor) warrants that the confidentiality of data from our clients will be maintained according to all Federal and State laws, and any local policies that are communicated to us. Raptor acts as an agent and representative for the client in the storage, import, and/or analysis of data. Access to personally identifiable data will not be allowed for anyone other than Raptor staff directly responsible for the storage, import, and/or analysis of the data. Data will be provided by Raptor only to persons or entities authorized by the client. Data will be used by us only according to the terms of our signed agreements. The data will be physically stored and backed up on servers either in secure Raptor offices in Houston, Texas, or on servers co-located at an Internet service provider secured site. When the project ends, data will be copied to storage media and returned to the client or destroyed upon the client's request. No back-up or other copies will be maintained by us.

### ***Data Security***

"Raptor Technologies, Inc. utilizes some of the most advanced technology for Internet security available. Secure Socket Layer (SSL) technology protects the data using both server authentication and data encryption, ensuring that the data is secure and only available to the subscribing school or facility. The protected data is inaccessible to anyone not authorized to view the information. At Raptor Technologies, Inc. security is of the utmost importance. Our security partner GeoTrust ensures us the highest levels of security. Strict access policies, 128-bit encryption, firewalls, and private secure bandwidth are in use to ensure the highest standards for our security requirements."

### ***Visitor Management System Procedures***

#### **Introduction**

Raptor Technologies Visitor Management System is a web-based software application that has been developed with the purpose of aiding education facilities in tracking their

visitors. Raptor not only provides an effective, efficient method for tracking, but also goes beyond conventional applications by utilizing available public databases to help control site security. It allows schools and facilities to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The overall goal is to better control access to Bluffview Montessori School, thus providing enhanced protection for our students and staff.

## **General Procedures**

1. All front office staff will receive training on the Raptor Visitor Management System. This includes visitor check-in procedures to ensure that all persons who do not work at Bluffview have a visitor's badge visible. Any person who does not have a visitor badge with the current date displayed and is not a Bluffview employee should be immediately escorted to the office.
2. A sign will be placed by the front door directing visitors to the office to sign in.
3. When the visitor arrives, they will be greeted and asked for photo identification.
4. The designated staff member will scan the visitor's identification and issue a badge with the visitor's destination if there is no alert indicated on the database. The staff member will keep the individual's driver's license in plain view, to reduce concerns that anyone might be copying personal information. The identification card will be returned to the visitor when the badge is handed to them. At no time will a visitor's identification card be kept by the attendant.
5. For repeat visitors, the designated staff member will use the quick find feature by typing in the first few letters of the first or last name and click find. The visitor's destination can be entered into the destination field, then the attendant can click "submit and print" to print a visitor badge.
6. If the visitor does not have acceptable photo identification available, the administrator or designee will be called to assess the situation. If he or she determines the visitor is known, the visitor's information can be manually entered. However, a visitor can be manually entered no more than twice before being denied entry.
7. The visitor will return to the reception desk to check-out when they are leaving the site. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge should be torn thoroughly so it cannot be reused. If a visitor forgets to check out and contact is not made by the end of the day, the visitor will be checked out automatically and reminded to check out the next time he/she checks in.

## Visitor Categories

### Bluffview Employees

- Bluffview employees do not need to sign in.

### Bluffview Substitutes

- All Bluffview substitutes will sign in using the appropriate paper sign-in logs.

### Student Teachers, University Partnerships and Community Partnerships

- Student teachers and interns will enter and leave the building as staff. They must wear a university picture ID at all times. All other University students or community members working in the building must check in at the office and wear a Raptor badge.

### Parents/Guardians of Students

- All parents/guardians entering Bluffview for the first time will present a valid driver's license from any state, an official state photo identification card from any state and many countries, passport, or military identification card for scanning. Parents/guardians refusing to produce such ID may be asked to remain in the office or leave the school/site as their identity cannot be verified. School principals and site administrators *may* allow limited access based on their personal understanding of the situation and/or knowledge of the person in question. Such persons, however, should be manually entered into the system by the building administrator and have their names checked against the database.
- The visitor will be requested to return to the office to check out when their visit is completed to be logged out of the system. Each visitor will be asked to surrender the badge. The badge will be thoroughly torn, so that it cannot be reused.

### Law Enforcement/Emergency Responders/Government Officials

- **Law enforcement and other first responders should bypass the sign-in process if responding to an emergency.**
- Law enforcement and other government personnel on official business should 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, instead of providing a driver's license.

### Vendors/Contractors/Others

- District personnel will be responsible for informing vendors and contractors that they work with that the district has implemented the Raptor visitor registration



system that enhances school security by reading visitor drivers' licenses. They should be informed that they will need to be scanned into the system each time they want access to the school.

- All vendors, contractors and other visitors not assigned to a particular site and issued a district badge will need to be scanned into the system **each time they want access to the school**. Independent contractors should not be issued a district ID badge without approval from Human Resources.
- 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 meets school/site criteria, the visitor will be allowed appropriate access.
- Vendors: If the scan of the database comes back with a positive match, contact the building administrator or safety specialist. The vendor will be asked to provide contact information for his/her supervisor and asked to leave the building. The administrator will then follow up with the supervisor and advise him/her that the particular vendor will not be allowed to make deliveries to Bluffview.
- Contractors: If the person is affiliated with Bluffview as a contractor and the scan of the database comes back with a positive match, contact an administrator to speak with the person. He/she will contact the project manager and advise him/her of the situation. It will be the project manager's responsibility to follow up by contacting the supervisor of the contractor and let him/her know the particular contractor will not be allowed at Bluffview.

### **Match with the Database**

The database will show a match if the visitor has the same name and birth year as that of a registered sex offender. In some cases the match will be the visitor in front of you and at times it may register a **false positive**.

*To determine if this match is a false positive, please do the following:*

- Compare the picture from the identification to the picture from the database.
- If the picture is unclear, check the date of birth, middle name, and other identifying information, such as height and eye color.
- The Raptor system will have a screen for you to view and compare the photo of the visitor with the photo of the person on the sex offender registry.
- If the pictures or identifying characteristics are clearly not of the same person, press **NO** on the screen.
- The person will then be issued a badge and general procedures will be followed.
- *Note*: If there is a false positive, the alert will come up the first time the person visits each building. Please make any staff member operating Raptor aware of this false positive result.

*If it appears that there is a match:*

- Compare the ID with the database. If they appear to be the same person, press **YES**. A screen that says “Are you sure?” will pop up, press **YES** again.
- Remain calm and ask the person to take a seat, as school officials must approve the visit. Do not go into detail or give further explanations.
- The visitor may ask for his/her ID back and want to leave – **schools should comply with this request.**
- Appropriate parties (administrators) will automatically be notified by email, text message or on their cell phones of the problem and will respond. Stand by for further instructions and assistance from the responding administrator.
- If the individual becomes agitated or you fear for your safety, follow your normal emergency procedures for summoning assistance.

## **Special Circumstances**

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

In the event an identified parent or legal guardian of a student is listed on the database, he/she will be allowed to participate in their child’s education, but will not be given access to the building. A Bluffview administrator shall review with the parent how the parent can participate without being given access to the building.

- Bluffview administrators will privately notify the parent or guardian that they appear to be matched with a person on the Raptor database.
- If the individual indicates that there is a mistake, please encourage them to contact the state listing their name to rectify the matter. Staff members may choose to give the parent a print out of the alert, if desired.
- The building administrator will send a letter on the guidelines that the parent or guardian must follow. Administrators may add specific guidelines as appropriate.
- The parent or guardian will only be permitted to enter the building office area, by appointment, when school is not in session.
- Parents or guardians who require a teacher conference shall be required to do so when school is not in session, by appointment only and may be required to do so off site.

### Customized Alerts

There may be situations where certain visitors can be flagged as posing a danger to students or staff. One of the features of the Raptor is the ability to program customized alerts, specific to the students and faculty. 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 very limited visitation of students
- Persons who have threatened students or faculty members
- Persons who have committed crime on or near a building

Administrators will have the ability to add private alerts. If a private alert is added, please ensure the following:

1. File a copy of the court order, restraining order, legal document or communication from law enforcement/administrators which supports the alert.
2. Notify the office staff via email about the nature of the alert.

### Volunteers

- Each volunteer will scan their identification into the system **on the first visit**. On subsequent visits, the volunteer's name will be located through the quick find screen.
- On the first screen, select volunteer.
- Indicate the job and location.
- Print the badge.
- Check out when the volunteer activity is completed.

### Power/Internet Connection Failure

In the event that there is no power or internet service, please use paper logs. The logs should be entered into the system once the power or internet service has been restored.