

BDS Campus Visitors Policy (Enrolling Parents/Guardians/Contacts)

Check-in Required. All campus visitors sign in at each school's designated location in the front office and be screened using the RAPTOR system (Level 1) before campus access. Visitors must have permission from the principal or designee before continuing beyond the front office. This rule applies to **ALL** visitors, including parents.

- RAPTOR requires a state-issued ID to use the scan feature.
- Visitors without ID's can be entered manually on the access site if they produce a valid passport or other ID from their country of origin. As such, Safety & Security will no longer be issuing clearance letters.

*** Should a RAPTOR screening result in an alert for a sexual offense, the visitor will be denied access. Administrators should consult with Chief Boortz to discuss options if extenuating circumstances are involved.

On Campus:

- Visitors must remain under the supervision of school staff for the duration of the visit.
- Visitors are not authorized to supervise students other than their own.
- Visitors must remain in designated campus locations.

Health and Safety. All visitors should complete a self-check for symptoms of any communicable illness (including COVID-19) prior to arriving at a school campus. Any individual experiencing symptoms may not visit the campus until they are symptom-free.

Visitation is a Privilege. Campus visitors are at all times subject to the policies and procedures of the School Board, are not entitled to entry to campus, and will not be permitted to interrupt the school's mission and focus of educating students.

Eligible Lunch Visitors. Only the following people are permitted to join a student during lunch on an elementary school campus:

- (1) **Contacts.** Contacts are individuals included on the contact list within the electronic registration portal as determined by the Enrolling Parent.
- (2) **Guests. One guest with adequate identification and passes security screening may accompany an enrolling parent who also must present identification and pass security screening.**

Maximum of Two. No more than two visitors may have lunch with a student per day.

Lunch Time. Visitors must honor a student's scheduled lunch time.

- Visitors should arrive no more than 5 minutes early.
- Visitors may not remain on campus after their student's lunchtime.
- Siblings' lunch times will not be altered. If a visitor wishes to eat with more than one student, the visitor must do so at each student's assigned time.

Elevate Bay Mentors. Elevate Bay mentors visiting with assigned mentees during lunch are not subject to this procedure.

Campus Access. While on campus for a lunch visit, visitors may not visit other locations on campus.

Special Events. During special events such as holiday celebrations, awards ceremonies, assemblies, etc., at the principal's discretion, the above procedures and limitations may be waived **or adjusted**.

No Visitor Days. There are times during the academic year, such as testing days, when visits may be disruptive and will not be permitted. Such days are to be determined by the principal.

Pre-Visit Checklist. Visitors wishing to have lunch with a student should prepare in advance as follows:

- Make sure you are either the Enrolling Parent or that an Enrolling Parent has added you to the contact list.
- Bring photo ID or valid passport.
- Know your student's lunch time. Arrive a few minutes before, and plan to exit as soon as lunch is over.
- Please enter and exit campus as directed by front office staff without wandering to other areas of campus.

Field trips. With the approval of the principal, parents can attend field trips with a clear RAPTOR screening as a visitor. They will not be allowed to chaperone/supervise students other than their own.

Volunteers. Before working with students in an unsupervised setting:

- Submit the school volunteer form.
- Volunteers must provide fingerprints for background checks (Level 2).
- Obtain background clearance and receive a district volunteer ID badge.