

VISITOR SECURITY

Visitor Management System

A. VISITOR MANAGEMENT SYSTEM

The visitor management system is a web based visitor management system, used during school hours, that has the ability to electronically scan visitor's driver's license or other government issued photo ID. The information from that ID is compared to a database that consists of registered sex offenders throughout the United States. The system quickly prints a visitor badge that includes a photo, name of the visitor, time, date and destination of the visitor.

When any visitor arrives (including all contractors and vendors), they will be greeted at the school building reception desk by a school security greeter. The greeter will scan the visitor's identification and if there is no alert indicated in the database, issue a badge with the visitor's name and destination.

Once the visitor's ID is scanned into the system his/her information is secured in the management database. Returning visitors do not need to have their IDs scanned again.

If the visitor does not have acceptable photo identification available, the designated security greeter will contact the building principal or designee to help assess the situation. The visitor will need to provide his/her identifying information such as date of birth, address, phone number, etc. If it is determined that the visitor is known and/or authorized to be on school grounds, the visitor's information will be manually entered into the system and if there is no alert indicated in the data base, he/she will be issued a badge.

The visitor badge is to be worn by the visitor at all times while in the building. The visitor will return to the main office and to the security greeter to check out when he/she is leaving the building. The visitor badge shall be returned to the security greeter and destroyed.

Visitors refusing to produce such ID or identifying information may be directed to leave the school. School principals 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 designated staff member and have their names checked against the data base.

B. VISITOR SYSTEM MATCH

The visitor management system database will show a match if the visitor has the same name and birth date or birth year as that of a registered sex offender.

If it appears that there is a **match**, the system operator will immediately contact the building principal or designee and the School Resource Officer. The Principal or their designee, School Resource Officer, will receive a text message from the system alerting them to the **match**. The security greeter will not allow entry into the building until the building Principal and the School Resource Officer assess the situation.

C. PARENTS AND LEGAL GUARDIANS WHO ARE ALLEGED REGISTERED SEX OFFENDERS

In the event an identified parent or legal guardian of a student is listed in the database, he/she may still be granted limited access to the school, while being escorted by school personnel. The building principal will determine when and where this person can go and who will supervise his/her visit.

The school principal, School Resource Officer, or designee will privately notify the parent or guardian that he/she appears to be matched with a person in the visitor management system database.

If the individual indicates that there is a mistake, he/she will be referred to the local law enforcement personnel.

The School Resource Officer will send a letter (Attachment A) to the identified individual on the guidelines that the parent or guardian must follow when at the school building. The building principal may add specific guidelines as appropriate.

The identified parent or guardian will not be permitted to mingle with students or walk through the school unescorted.

The identified parent or guardian who requires a teacher conference will be encouraged to do so when other children are not in class. When possible, the conference will be held in the school office conference room rather than the classroom.

Failure to follow these procedures may result in the identified parent and guardian being banned from the school building and school grounds.

D. POWER /INTERNET CONNECTION FAILURES

In the event that there is no power or internet service, the security greeter will request the visitor to present their ID. The school designated personnel will then utilize paper logs and paper visitor stickers. The logs will be entered into the system once the power or internet service has been restored.

E. DISCLAIMER

The visitor management system accesses various state databases for information on registered sex offenders. The Stoneham Public School District does not have the ability to maintain, update, or change in any way the data in these databases. If the data in the state database is incorrect, the individual will be responsible for contacting the specific state agency and getting the data corrected. The Stoneham Public School District will not be held liable or responsible for any errors, mistakes, or omissions in the state databases. The visitor management system does NOT conduct law enforcement criminal background checks. The system check does not replace a potential employee’s or volunteer’s required criminal history checks.

Source	Massachusetts General Laws, chapter 69, section 1P (Safe and Supportive Schools Framework Law)
First Reading	March 7, 2019
Second Reading	Waived March 21, 2019
Adopted	March 21, 2019
Policy Cross Reference	4-36 5-19
Related Resources	An Act Requiring Automated External Defibrillators in Schools, Chapter 443 of the Acts of 2016 (approved January 13, 2017). An Act Relative to the Reduction of Gun Violence, Bill H. 4376, Section 7 (approved July 30, 2014). An Act Relative to Medical Emergency Response Plans for Schools, Chapter 77 of the Acts of 2012 (approved April 18, 2012) Multi-Hazard Evacuation Plans for Schools, Section 363 of Chapter 159 of the Acts of 2000

ATTACHMENT A

Date

Dear _____ (Parent / Guardian):

The Stoneham Public School District utilizes a visitor management system. The system enables our schools to produce visitor badges and electronically check all visitors against registered sex offender databases. The overall goal of this system is to increase the safety of our schools.

The system indicates that you are listed as an alleged registered sex offender. In order to comply with the Stoneham Public School District procedures, we request that you adhere to the following guidelines when visiting your child's school:

- Allow staff to escort you to and from your destination in the school or on school grounds.
- Allow staff to supervise any interactions with students other than your child.
- Conduct meetings and other business with the school outside of school hours, when possible.
- Comply with requests from school staff, administrators, and school security personnel.
- ***(Any other accommodations or request for this parent requested by the school Principal)***

The Stoneham Public School District does not have the ability to maintain, update, or change in any way the data in the state databases. If you believe the data in the state database is incorrect, you should contact the specific state agency to get the data corrected.

Parent/Guardian involvement is a key component to student success in school. We value your participation in your child's education and seek to accommodate your involvement in our school. If you have any questions or concerns, please contact your child's school principal.

Sincerely,