



BRAININATION

INSPIRING GREATNESS

Parent & Visitor Management Guide

Policy and Procedures

The safety of our students and staff is of high importance. We have created this parent & visitor management guide to inform staff, students, parents, and visitors of our campus access policy and procedures. Our schools are unique and may require further protocols not included in this guide. These policies and procedures are minimum requirements.

Visitor Screening

According to board policy, all visitors including parents must sign-in the visitor log, present a form of identification (ID) or at minimum provide their name and date of birth to the campus receptionist upon entering the campus during school hours and when children are present. All visitors will be subject to a screen against the national sex offender registry and if applicable, internally created alerts. Those exempt from the sex offender screen are officers of the court and first responders. We use either the National Sex Offender Public Website or the Raptor Technologies Visitor Management System to screen visitors. Any information received from this process is viewed only by the screener and if necessary, the campus administrator.

The following are possible outcomes from the screen:

No Match

If there is no match, the visitor will receive a badge to be worn while on campus. The visitor should sign-out and return the badge prior to leaving campus.

Possible Offender Match

If the record indicates a possible match, the screener will discreetly notify campus administration. District administration is available for guidance.

Positive Offender Match

Registered sex offenders are prohibited from entering the school grounds. If there is a positive offender match, the screen will discreetly notify campus administration.

Exceptions include the following, but are subject to requirements:

- A student enrolled, or a student visiting from another school participating in any event at the school;
- A parent/guardian registered sex offender may enter school grounds for:
 - Attending a conference at the school with school personnel to discuss academic and/or social progress of parent/guardian's child;
 - When campus administration has requested the parent/guardian's presence;
 - To pick up and drop off their child from school (outside).

Requirements to the above-mentioned exceptions:

- The parent/guardian must notify campus administration of the purpose of the visit in advance, including date and time.
- Campus administration notifies district administration of the parent/guardian's intent to visit.
- The parent/guardian must check in at the campus administrative office upon arrival and departure from the school. The visitor should sign-out and return the badge prior to leaving campus. This includes receiving a badge to be worn while on campus.
- The parent/guardian must always remain under the direct supervision of staff.

Protective Orders

Inspire Academies shall comply with all legal restraining and protective orders. If the campus is using the Raptor system, these orders will appear as an alert.

Other Unauthorized Persons; Refusal of Entry; Ejection; Identification, and Appeal:

A visitor who fails to submit a form of identification or their name and date of birth shall not be allowed on school grounds. A campus administrator may refuse to allow a person to enter on or may eject a person from the property under the school's control if the person refuses to leave peaceably and:

- Poses a substantial risk of harm;
- The person behaves in a manner that is inappropriate for a school setting; and
 - the campus administrator issues a verbal warning and may result in the refusal of entry or ejection;
 - the person persists in that behavior.

Campus administration will maintain a written record of each verbal warning, including name to whom the warning was issued and the date of the issuance.

At the time a person is refused entry to or ejected from the campus, the school will provide the person written information explaining the appeal process which is in the student/parent grievance policy.

If a parent/guardian of a child enrolled in the school is refused entry, the school shall accommodate the parent/guardian to ensure the parent/guardian may participate in the child's ARD, 504 meeting, due process hearing, or parent teacher conferences.

A person refused entry or ejected may appeal the decision using the student/parent grievance policy. A decision of the board of directors to grant or deny an appeal under this section is final.