



Making SAFE Schools Even Safer! Visitor Security Management System

Nothing is more important than providing a safe, secure and high-quality learning environment for our students. We know that parents believe our schools are safe, and want them to be even safer!

In August 2014, the Wichita Public Schools began using a new visitor management system called Hall Pass. Visitors who come to our schools and interact with students will sign in for their visit using the Hall Pass visitor management system. Hall Pass uses a visitor's driver's license to capture name and date of birth, and performs an instant screening for sex offenders against a national database. Read on to learn more about Hall Pass!

HOW THE SYSTEM WORKS

- 1) Any visitor entering one of our schools – who will have the opportunity to interact with students during bell hours – will be required to sign in using this system:
 - Visitors are expected to check in with Hall Pass from the beginning of the school day until 10 minutes after the school day ends.
- 2) Visitors required to use this system include:
 - Parents, guardians and other visitors who will volunteer in or observe classrooms or student activity areas.
 - Parents, guardians or other visitors who eat lunch with their student, who may be at school for a birthday celebration or classroom activity, or who may drive for or chaperone a field trip.
 - Vendors and other community partners who have access to our building's hallways to execute their work duties.
- 3) Driver's license or government-issued ID card will be used to check you in to the building. Name and birthdate will be instantly captured, and within seconds, you will receive a date-specific visitors ID badge to wear in school.
- 4) Visitor IDs will be scanned against national sexual offender data bases to ensure the safety and security of our school environment. This will occur in seconds.
- 5) Frequent visitors may request a unique key fob ID to make check-in/check-out scanning easier on future visits.
- 6) A visitor will be required to check in each time they visit. This can be done using the key fob, or their driver's license/ID.
- 7) Each time a visitor checks in, a custom ID badge will be provided.
- 8) If the scan alerts staff to a non-authorized visitor, both school leaders and our district's safety personnel will be alerted.
- 9) All district employees will scan in to the system using their photo employee ID badge

► **Where are the systems located?**

The visitor check in system is set up in each school's main office. High schools have additional units for scanning at a prominent entry location.

► **Was there an incident that prompted you to implement this system?**

No, this type of visitor management system is something the district chose to implement to enhance our safe school environments.

► **Why do I have to sign in each time?**

Two reasons: (1) This allows us to know who is in the building, and (2) it allows us to quickly be able to calculate the tremendous impact our volunteers and community partners have on our students through their service in our building.

► **What are the key fobs about?**

The key fob is a plastic device that frequent visitors may request in order to speed up the check-in and check-out process on future visits. Simply scan the unique key fob, your visitor ID badge will quickly print out, and you can proceed to your destination.

► **Will I have to sign in if I'm just picking my child up for a doctor's appointment?**

Not if you remain in the office to pick up your child. At this time, only those visitors who move beyond the office to interact with students or have access to our building during bell hours will be checked in using this system.

► **Do parents need to sign in if they enter the building before the school day begins?**

If parents will depart school prior to the beginning of the school day, they do not need to scan in through the system. If the parent will stay at school beyond the beginning of the day, then that parent must be scanned in, and display a proper visitor ID badge.

► **What will you do with my information?**

Visitor information will not be sold or otherwise made available to any third party. Hall Pass will maintain all records on their system, and authorized district administrators have access to data to prepare summary reports, including number of volunteers hours served in our building.

► **What if I don't have a driver's license/government ID?**

We will verify the purpose of your visit including PIF status (if appropriate) and hand-enter your information into the system.

► **What databases will you scan?**

The scan will quickly review registered sexual offender databases from all 50 states.

► **Who will see what is scanned?**

This information will be available to authorized administrators.

► **Do visitors need to check out when they leave?**

Yes, all visitors who check in using Hall Pass will be asked to check out as well. This will provide an accurate summary of who is in the building from a safety standpoint, and will also allow the district to track volunteer hours effectively.

► **Will everyone be scanned?**

The following will NOT be scanned:

- *Those on a student's PIF who arrive to drop off or pick up a student (doctor's appt, illness, etc), and who are not going beyond the school office.*
- *Latchkey parents or others who bring students for early or late practices or activities.*
- *Visitors attending an event outside of bell times.*
- *Participants in meetings or events that occur outside of identified bell hours.*
- *Vendors who come to the school for a specific delivery purpose, who don't have access to students, and who immediately depart the campus (ex: UPS, milk delivery).*
- *Employees of the YMCA, Communities in Schools, Arts Partners and First Student who present an official badge from their employer.*
- *Commissioned public safety officials (police, fire EMS) in uniform who present an appropriate badge.*
- *District bond plan managers from SJCF who present a valid district ID.*

► **If the electricity goes out, can visitors still enter the school?**

Yes. If the system is unavailable, schools will still monitor and verify guest entrance, including ID/visual verification.

► **Who can I talk to for more information?**

Please see your school's principal, or call safety services at (316) 973-2260.

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