

Oxford Area School District

David A. Woods
Superintendent

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Kids First, Progress and Unity


ELECTRONIC VISITOR MANAGEMENT SYSTEM

Dear Parent/Guardian,

The Oxford Area District has implemented the Raptor visitor management system. Raptor is capable of replacing manual paper-based logs. It will allow 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 all schools; thus providing enhanced protection for our students and staff.

General Procedures

- All school visitors will be scanned into the Raptor system (Using a valid Driver License or photo ID) at their first visit to the school.
- All buildings will use the Raptor system during regular school hours on all days that the office is open. Building administrators may choose to modify the hours it is in use, with permission from the Office of the Superintendent.
- All staff will receive training on visitor check-in procedures and check to ensure that all persons who are not assigned to the building have a visitor's badge.
- When the visitor arrives, he/she will be greeted and asked for photo identification.
- The designated staff member will scan the visitor's identification and issue a badge if there is no alert indicated on the data base. 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 license/id is to be returned to visitor once it is scanned.
- If the visitor does not have acceptable photo identification available, the building administrator will be called to assess the situation. If he/she determines the visitor is known, the visitor's information can be manually entered by the administrator.
- The visitor will return to the office to check-out when they are leaving the building. The designated staff person will check the visitor out of the system. All district badges that are issued to visitors will be destroyed as soon as they are returned to the office. If a visitor forgets to check out, the system will automatically sign them out at the end of the school day.



David Woods
Superintendent of Schools

Jordan Bank School Elk Ridge School Nottingham School Hopewell Elementary School Penn's Grove School Oxford Area High School

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