



FALCONER CENTRAL SCHOOLS

Visitor Management System

Background and Frequently Asked Questions

At FCS, student and staff safety is our top priority. To ensure that our schools are safe places for our students and staff, we are taking some additional steps to ensure we know who is in our buildings at all times.

The District is implementing a visitor management system (VMS) to aid in the standardization of visitor check-in procedures in all schools, which complies with [Board Policy 3210](#).

Entry Requirement

All visitors must present and scan a government-issued photo ID upon entry when visiting any of our three schools during school hours.

Benefits

- ★ Quick and accurate visitor identity verification.
- ★ Enhanced ability to maintain a secure environment.
- ★ Accurate records of building occupants for emergency response purposes.

How it Works

The visitor management system scans the visitor's name, date of birth, picture, and the last four digits of the ID number and checks against all states' databases of registered sex offenders. No other data from IDs is gathered or recorded. Once cleared through the system, a visitor badge is produced that includes a photo, name of the visitor, date, time, and destination. In the event of a match, school officials and law enforcement are notified, the determination is reviewed and access to the school is denied.

Why is this being implemented?

The VMS helps our schools keep unwanted visitors out and track visitors that have been allowed in. By proactively alerting personnel to certain potential threats, the VMS allows school administrators and law enforcement personnel to take appropriate steps to keep the students, employees, and visitors safe. For valid visitors, the system also prints visitor badges that include the visitor's name, photo, date, and destination. Those badges enable personnel within the building to quickly determine if visitors are in areas where they should, or should not be.

Does the School/District have the right to require visitors, even parents, to produce identification before entering the school?

Yes. School officials need to know who is in the building and why they are there, both for the safety of the students and staff and for emergency response should the need arise. Every person entering the building will be scanned.

Will the VMS be used for after-school activities?

At this time, we are only implementing the VMS during regular school hours.

What types of IDs are accepted?

The scanner is able to scan all state licenses, state identification (non-driver ID) cards, consulate ID cards, some military ID cards (generally older ones), and passport cards (not the full passport). It does not officially scan other countries' IDs.

Is an ID card scan necessary each time a person comes into the building?

No. After the first scanning of an official government ID, the VMS operator would simply find the visitor's name in the system (first or last name look-up) and use the record of the previously scanned ID to sign the visitor in and print a visitor's badge. This makes check-in much easier after the initial visit. Each time a visitor is entered into the system, a new database check is initiated.

Will volunteers have to be scanned into the VMS?

Volunteers must follow the same procedures as any visitor to a building.

What is the checkout process for visitors leaving the building?

The checkout process doesn't involve scanning the card again. The operator would simply find the name of the person who is signing out and click a 'sign out' button. This provides a record of entry and departure and time on any campus. The VMS badge will be returned to the operator at the end of the visit, and the visitor will be signed out of their visit.