

CSS Protocol- If an individual is unable to provide documentation

- If the visitor does not have documentation from the United States we will work with them in a proactive manner to utilize an appropriate photo ID or other documentation they possess that would help establish their identity in order to safely grant them access to the building. In the event that the individual is unable to provide appropriate documentation/identification, a CSS Administrator and/or Program Coordinator, would contact the student's guardian and/or an emergency contact to verify the individual's identity.

CSS Protocol - If an ID gets flagged

- Mrs. Johnson and/or a CSS staff member scanning the flagged idea will contact Mr. Jeffrey or Mr. Gerard. If for some reason they are not available then Mrs. Ekstrand will be notified.
- Follow similar steps to what is provided below from the Addison Dist. 4 Raptor guidelines.
- Notify Addison PD if necessary and follow up with the Regional Superintendent and/or their designee regarding the incident.

If it appears there is a match:

1. Compare the ID with the database.
2. Remain calm and ask the person to have a seat, as school official(s) must approve the visit. Do not give any additional explanations.
3. The visitor may ask for his/her ID and request to leave. You should comply with this request. If a staff member feels threatened or the individual becomes upset, follow the normal emergency procedures.
4. School Administrator(s) and/or Program Coordinator will be automatically notified by email and/or text message and shall respond. Stand by for further instructions.
 - a. *For parents/guardians who are registered sex offenders:* The administrator and/or program coordinator will speak privately with the parent or guardian and determine the purpose for the visit. They may be allowed to conduct any business or meetings within the school office under the supervision of the administrator, however, they will not be allowed to enter the school unescorted.

b. *For other visitors who are registered sex offenders:* The administrator and/or program coordinator will speak privately with the visitor and explain that due to their status, they are not allowed to be on school grounds and will be escorted off of the premises.

5. Administrator(s) and/or Program Coordinator will report the incident to the Regional Superintendent and/or their designee, and local authorities if required. (Note: The Raptor system also monitors the matches regularly and will contact the school to follow-up if they believe an identification error was made (either a false positive or a false negative).

Components of this document have been adapted and modified from Addison District 4- Raptor Visitor Identification Procedures