



DISTRICT PROTOCOLS FOR VISITING WW-P SCHOOLS

As part of our continuing efforts to protect our school community, the West Windsor-Plainsboro Regional School District has updated its protocols and procedures for visitors to all schools and offices. These procedures have been updated with the requirement that when students are present, visitors must have valid identification that can be scanned by Raptor Technologies through the registered sex offender databases in all fifty states.

Please note the following, which are applicable to all ten schools and all district offices:

- All visitors are encouraged to schedule appointments to enter schools. Pre-arranged meetings may be made in writing or by telephone and placed on the calendar of the school. This includes meetings with teachers, administrators, or other staff members.
- All visitors must park in designated parking areas.
- All visitors must be prepared, prior to entry, with photo identification. Visitors should ring the doorbell and when prompted, state the purpose of the visit by speaking into the intercom and looking at the camera. The “Eyes on the Door” Officers will respond to visitors and grant access, as appropriate.
- All visitors must show photo identification to the Eyes on the Door Officers which will be scanned using “Raptor Technologies.” Raptor has the most reliable and up-to-date U.S. sex offender database check available. Each and every visitor is instantly screened against the registered sex offender databases in all fifty states.
- Accepted forms of identification are a driver’s license or a passport. Visitors without valid identification that can be scanned by Raptor Technologies will be denied entry until valid identification is provided and it is scanned by the system.
- The Eyes on the Door Officers will give each visitor a pass and allow the visitor to enter the main office. The visitor pass must be visible at all times.
- All visitors must enter the main office; visitors cannot go directly to a classroom or other building spaces. Once inside the main office, a staff member will contact the teacher, administrator, or staff member with whom the visitor will meet.
- All visitors should visit only those places in the school for which they are authorized. Visitors cannot walk into classrooms or through hallways without a pass; visitors should go directly to the place of the meeting or event. All visitors can drop-off items for students at designated locations near the school entrance; the items should be clearly marked with a child’s name, grade level, teacher’s name, and classroom number. [In addition, parents should work with students to ensure that they leave home with all necessary school supplies, snacks, and lunches.]
- Visitors should not hold doors open. Visitors must be acknowledged individually before entering.

- All visitors wishing to pick up a student before the end of the school day must request this early pick up in writing prior to dismissal, except in the case of emergency situations.
- All visitors dropping off a student after the start of the school day must share this information with the school prior to the student's late arrival utilizing Tel-Safe or through telephone communication.
- All visitors who are uncooperative or disruptive will be asked to leave the building. Police may be called.
- All visitors leaving the school must sign out with the Eyes on the Door Officers to avoid unnecessary security concerns.
- In addition, school visitors must note:
 - Weapons or weapon look-a-likes are not allowed in school buildings or school property at any time.
 - Failure to follow these procedures could result in a school lockdown for the safety of students and staff. Police will be notified.

Please read the documents in the links below; these documents concern guidelines for building entry and procedures to be followed in the event of a lockdown or an evacuation:

- <http://www.wv-p.org/common/pages/DisplayFile.aspx?itemId=18957109>