



Visitor Guide

Visitors are welcome in our school. The front doors at Osceola Elementary are locked 24-hrs a day, as an additional layer of security to our campus. Guests arriving on campus will request access to the building using the access control device (doorbell) located on the wall to the left of the front door. When the front office staff answers the doorbell, the guest will be asked for their name and the reason for their visit. All visitors will be asked to display photo identification for the camera to be buzzed into the front office. Once approved and granted access, our guests will again be asked to present a **valid U.S. Government-issued photo ID (driver's license, U.S. issued VISA, U.S. Passport) and be checked through the Raptor Visitor System if they wish to go anywhere other than the front office.** Visitors **MUST** bring their identification with them each time they come on campus. Visitors will receive an official photo **Visitor Identification Badge.** **You must put the sticker on BEFORE leaving the front office and always wear it while on campus.**

District Employees will check-in with their employee badge using the Raptor System. District Volunteers will be issued a new badge during the 2022-23 school year to use to check-in to the Raptor System. Until badges are provided, volunteers will use their driver's license to check-in and continue to sign into the Volunteer Log Book.

In the event a parent or visitor cannot provide a U.S. Government issued identification, we have an "Escorted Visitor" procedure, which would include special events or teacher conferences. Please contact the Principal, Assistant Principal or Office Manager prior to the event to request access as an "Escorted Visitor". This will allow school staff the opportunity to review the request and make necessary accommodations.

We thank you in advance for your attention to these procedures. Please understand that our staff members will stop and ask you to please secure a visitor's badge if you are walking the campus without one. ***This is a large part of school safety and security.....being aware of who is on our campus, and it is for the protection of your child!***