

# ATTENTION PARENTS

Under the direction of our Board of Trustees and Superintendent, we are pleased to inform/remind you that a Visitor Check-In System is in operation at all Hurst-Euless-Bedford ISD campuses.

Front door access controls operate at all elementary campuses, all junior high campuses, and at KEYS High School.

- All exterior doors at these campuses will remain locked, and visitor access will only be available through the front door.
- During the school day, visitors must request entry into the building by pressing the intercom button located by the front entrance.
- The **Positive Proof Enterprise Visitor Management System** is at all campuses, and at the Transition Center.
  - Positive Proof enhances school security by reading visitor driver's licenses, comparing information to a sex offender database, alerting campus administrators of a match found, and then, assuming no match, printing a visitor badge that includes a photo.
  - Visitors must show a **valid form of identification each time they visit**. Visitors without a valid form of identification may only access the office area. Valid forms of ID include a driver's license or state issued identification card from any of the 50 states, U.S. passport card, or Active Military ID.

## Elementary Arrival Procedures

- **Standard Arrival Procedures (to begin the Second Week of School)**
  - Students are dropped off with school personnel in the front lobby and will proceed to the cafeteria for breakfast or other designated area (gym) where they will be supervised until released to class.
  - When there is a need to meet with school personnel, visitors including parents must go to the front office to sign in using the **Positive Proof Enterprise Visitor Management System**. \*\*Remember parents must scan their ID to receive a visitor pass.
  - Parents are not permitted to walk students to their classroom after the first week of instruction.
- **First Week of School**
  - **Day One**
    - Parents wanting to walk their child to class may go to the classroom when students are dismissed to class. Doors will lock at 7:50 so we ask that parents have said their last good-byes and given their last hugs and have exited the building at that time.
  - **Day Two –Five**
    - Parents wanting to walk their child to class must go to the front office to sign in using the **Positive Proof Enterprise Visitor Management System**. \*\*Remember parents must scan their ID to receive a visitor pass.

## Elementary Dismissal Procedures

- **Standard Dismissal Procedures**
  - Parents should wait outside the building to pick up their child. Parents or other visitors needing to enter the building are required to report to the front office to sign in using the **Positive Proof Enterprise Visitor Management System**. \*\*Remember parents must scan their ID to receive a visitor pass.

For additional information about the HEB ISD Visitor Check-in Policies and Procedures, please visit our web page at [www.hebisd.edu](http://www.hebisd.edu).