

Dear CVUSD Community:

Conejo Valley Unified School District is pleased to announce that beginning on May 1, 2019 all CVUSD schools will be using a new electronic visitor management system (VMS). Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the VMS will allow us to efficiently, and effectively do that. This new process will help us track visitors, contractors, and volunteers in our schools in a more streamlined manner. The implementation of this new system also further emphasizes our commitment to continually improving our school safety protocols and procedures.

As part of this VMS, upon entering a CVUSD school campus, visitors will be asked to present a Government issued ID such as a Driver's License, which can be scanned or manually entered into the system. If a parent or guardian, for any reason, does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name and date of birth into the system.

The VMS checks the visitor's name and date of birth with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the VMS. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.

Once entry is approved, the VMS will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

Children who are not enrolled students of the school, and do not have a valid ID may be allowed to visit the school as long as they are accompanied by an adult who has completed the check-in process and has been issued a badge. Substitute teachers, regular volunteers, and all contractors or subcontractors will be subject to the same procedure as visitors at all times.

The Visitor Management System will only be used during school hours. Attendees at after-hour events such as performances, ceremonies, or academic/athletic competitions will not be required to complete the process.

The safety of our students is our highest priority, and this new visitor management process will be a valuable new tool in our commitment to that priority. Thank you in advance for your understanding and support of enhancing school safety protocols in our district.

Sincerely,
Conejo Valley Unified School District