

COMMUNITY RELATIONS  
VISITORS

GKC  
(LEGAL)

**Identification** A district may require a person who enters a district campus to display the person's driver's license or another form of identification containing the person's photograph issued by a governmental entity.

**Visitor Database** A district may establish an electronic database for the purpose of storing information concerning visitors to district campuses. Information stored in the electronic database may be used only for the purpose of school district security and may not be sold or otherwise disseminated to a third party for any purpose.

**Sex Offenders** A district may verify whether a visitor to a district campus is a sex offender registered with the computerized central database maintained by the Department of Public Safety as provided by Code of Criminal Procedure 62.005 or any other database accessible by the district.

A board shall adopt a policy regarding the action to be taken by the administration of a school campus when a visitor is identified as a sex offender.

*Education Code 38.022*

**Notice of Entry onto School Premises** "Premises" means a building or portion of a building and the grounds on which the building is located, including any public or private driveway, street, sidewalk or walkway, parking lot, or parking garage on the grounds.

"School" means a private or public elementary or secondary school or a day-care center.

A registered sex offender who enters the premises of any school in Texas during the standard operating hours of the school shall immediately notify the administrative office of the school of the person's presence on the premises of the school and the person's registration status. The office may provide a chaperon to accompany the person while the person is on the premises of the school.

These requirements do not apply to:

1. A student enrolled at the school;
2. A student from another school participating at an event at the school; or
3. A person who has entered into a written agreement with the school that exempts the person from these requirements.

*Code of Crim. Proc. 62.064; Health and Safety Code 481.134*



COMMUNITY RELATIONS  
VISITORS

GKC  
(LOCAL)

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus main office. This shall apply to parents, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment.

[See BBE (LOCAL) for visits to District facilities by Board members.)

**Registered Sex  
Offender on a School  
Campus**

The Superintendent and campus administrators shall develop and implement procedures regarding a campus visitor who is registered as a sex offender. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.



This has not been adapted to policy.

\*\* Sample from Round Rock

Round Rock ISO  
246909

COMMUNITY RELATIONS  
VISITORS TO THE SCHOOLS

GKC  
(REGULATION)

VISITOR ACCESS AND  
REQUIRED  
IDENTIFICATION

All visitors to a campus must present a state-issued photo identification. A campus-designated staff member will scan the identification and conduct a check against the Registered Sex Offender Database. If no match is found, a badge indicating the date, time, and location of the visit will be provided to the visitor.

If a match is indicated, identified school officials and law enforcement will be notified. If the visitor is not a parent or guardian, he or she will be escorted off campus. If the visitor is a parent or guardian, he or she will be granted limited access to the campus with a designated campus escort. The principal or designee will determine the areas to which access is permitted.

District officials and law enforcement will then determine the status of future visits by individuals who are identified in the Registered Sex Offender Database.

ELIGIBILITY TO SERVE  
AS A MENTOR

Registered sex offenders will not be permitted to serve as volunteers or mentors.

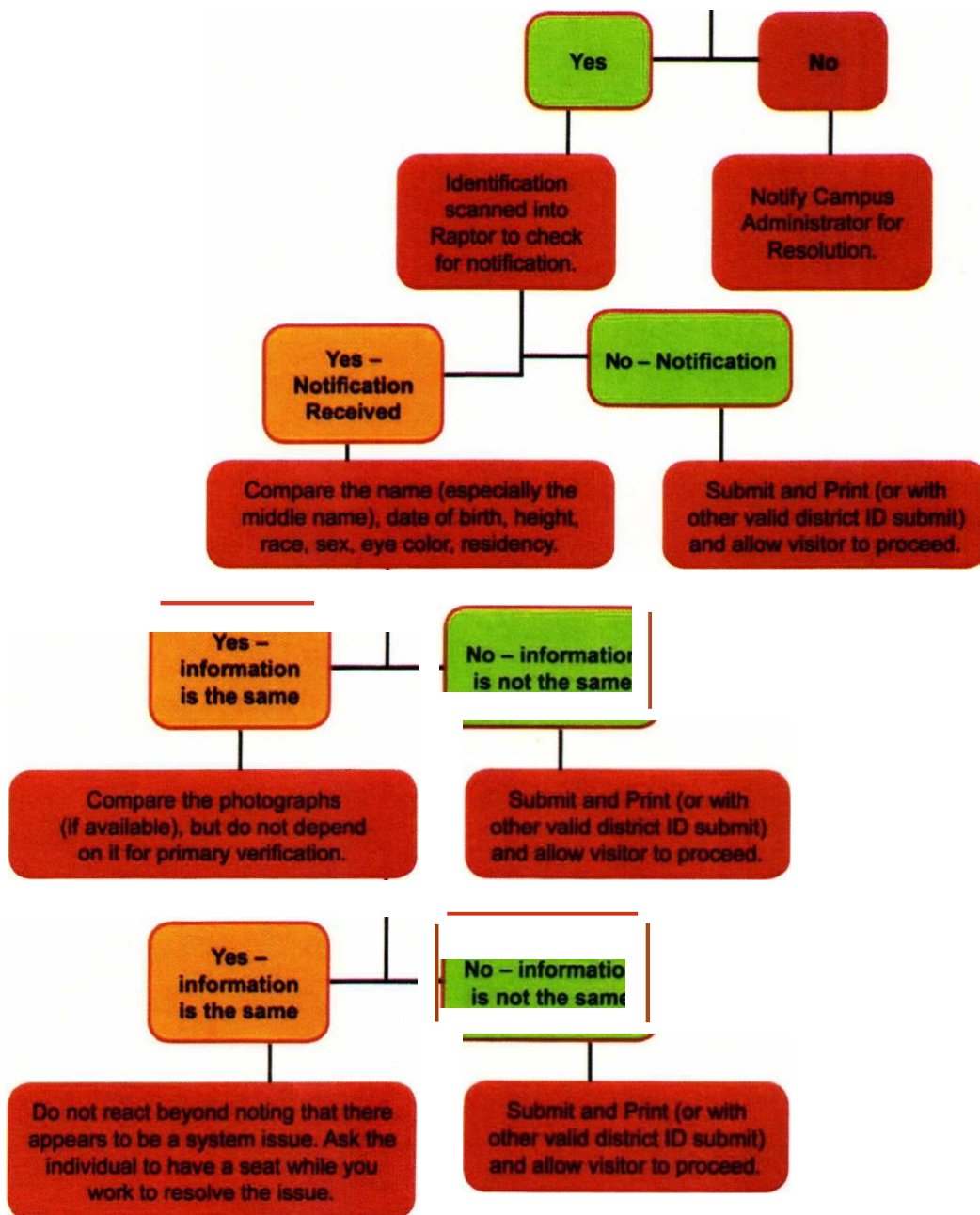
MILITARY  
RECRUITERS' ACCESS  
TO STUDENTS

Military recruiters must contact the campus principal or designee in order to arrange access to secondary students. Military recruiters will be required to follow the visitor access and required identification process.

## RAPTOR DECISION TREE FOR NOTIFICATIONS Br ALERTS

Visitor Management System  
(Raptor) Decision Tree for  
Notifications and Alerts

*Visitor arrives, is asked  
for and provides valid  
identification.*



## **Frequently Asked Questions**

### **What is the RAPTOR system?**

RAPTOR is a visitor registration system that enhances school security by reading visitor drivers' licenses, comparing the information to a sex offender database, alerting campus administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo.

### **How does it work?**

Drivers' license information is compared to a data base that consists of registered sex offenders from all 50 states, including Texas. If a match is found, campus administrators and law enforcement personnel can take appropriate steps to keep the campus safe.

### **Why is Carrollton-Farmers Branch Schools using this system?**

Safety of our students is our highest priority. Raptor will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system quickly prints visitor badges that include a photo, the name of the visitor, time, and date.

### **What other information is the school taking from drivers' licenses?**

Raptor is only scanning the visitor's name, date of birth, partial license number, and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization.

### **Should we scan every visitor into the system, including Carrollton-Farmers Branch ISO employees?**

Carrollton-Farmers Branch employees who do not have an employee badge visible must be scanned and wear the Raptor badge. Employees who have their employee badge visible may use a paper sign in log. Substitute teachers should be scanned at all times.

### **Do we have the right to require visitors, even parents, to produce identification before entering the campus?**

Yes. You need to be sure of who is on your campus, why they are there and particularly if a Student is involved (e.g., early pickup) – be able to confirm that an individual has the authority to have access to the student. You can only do this by knowing exactly with whom you are dealing.

**What if the person refuses to show identification?**

Contact the campus administrator and/or SRO immediately. The administrator can question the individual and explain the process to them. The administrator, based on this knowledge of the person and situation, can make a determination to allow entry or refuse access to the facility and/or a student, or at the administrator's discretion, the student and visitor can meet in the office. The administrator can choose to manually enter information up to two times for a visitor.

**Do I scan police officers, firemen and other uniformed or similar governmental officials into the system?**

Yes. Again, this is to allow you to know who is on campus at all times. However, law enforcement personnel visiting a campus on official business can be given the option to have their information entered manually by presenting their badge or state-issued identification.

**If a "hit" comes back indicating that the person just scanned is a registered sex offender, do I have reason to fear?**

Many sexual predators/offenders are going to be relatives of one of your students. Normal caution should always be followed. Paying attention to the individual's demeanor, body language and verbal cues is, as in any situation, the key to your personal safety. If in doubt, always summon help immediately. Remain calm and ask the person to take a seat, as school officials must approve the visit. Do not go into detail or give further explanations.

**Do we have to give listed sexual offenders and predators access to our school?** Generally speaking, unless the individual is wanted by the police, as long as they have a legitimate reason to be on campus (e.g., visiting a legal dependent) you cannot give a blanket "no." However, such individuals should only be given limited access and should be accompanied at all times by an adult representative of the school. When in doubt, consult with School Resource Officer.