

RULE ISD
Safety and Security Guidelines



**Raptor Visitor Management
System**

The overall safety of our schools is impacted anytime guests enter our building. While parents are a vital part of our school community, this added layer of engaging visitors prior to allowing them access to the building will help us to more effectively screen guests in our schools.

Parents should note that extra time should be allotted to comply with our entry procedures when coming to the school for meetings, ceremonies, early dismissals etc. As always, anyone entering the buildings for more than a drop-off or dismissal will also be asked to provide photo identification that will be entered into our Raptor Visitor Management system. This system allows the District to verify all guests against the national sex offender database before giving them access to the main building.

As a reminder:

- ALL visitors will report directly to the main office upon entry into the building.
- School District personnel not regularly assigned to the campus they are visiting must sign in at the front desk upon arrival to a campus.
- State approved vendors must show their state issued vendor badge and sign in at the front desk upon arrival to a campus.
- First time visitors to the campus each year must be scanned in with the front desk.
- If a scan comes back positive for a possible match the staff member scanning the ID will contact an administrator immediately to confirm that the information is correct.
- The superintendent and principal have the ability to allow escorted access where the identified visitor's child attends under specific circumstances and conditions.
- Once the state issued ID has been scanned a visitor's tag will be printed. The tag must be worn and visible during the entire time of the visit.
- Upon leaving the building, the visitor will return the visitor's tag to the office and sign out.
- Visitors who are dropping off items in the main office and not entering the main building will not be required to provide the photo ID.

We thank you for your continued partnership as we work to provide a safe and secure learning environment for all students and staff

Rule ISD School Visitor Management FAQs

The Rule ISD visitor management process will enable the school to screen all visitors against nationwide sexual offender registries and establish a consistent sign-in process across the district. The goal is to enhance the safety and security of both students and staff by preventing access to those who pose a potential threat.

If you'd like to enter the building farther than the school office, you must register by presenting a valid, government-issued ID to the school's office staff. Registration takes a few minutes the first time because it requires an office staff member to complete the process. It will be quicker during subsequent visits.

What is the visitor management process and why do we need a visitor management system?

This process helps us make sure visitors follow our district procedures when visiting our schools beyond the school office or checking out a student. Visitors entering a school beyond the office receive a printed ID sticker that must be worn and visible during the entire stay. This makes it easier for our school staff to know who is allowed inside the school.

During school hours, entry to the school building will be restricted to a single door near the office. Office personnel will check a visitor's driver's license or other state-issued ID, comparing information to a national sex offender database, alerting school administrators if a match is found, or issuing a detailed visitor badge if the person is cleared.

What if a match is found?

Driver's license/ID information is compared to a database of registered sex offenders from all 50 states. School administrators and law enforcement personnel will take appropriate steps to keep the school, students, and staff safe.

Why is Rule 120B using this system?

Safety of our students is our highest priority. Part of keeping our students safe is knowing who is in our buildings at all times. The Raptor system allows us to track visitors and volunteers in our schools, as well as manage student checkout. The new process will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. Visitors entering a school beyond the office receive a printed ID sticker that must be worn and visible during the entire stay. This makes it easier for our school staff to know who is allowed inside the school.

Will you scan my ID every time I visit?

Yes, if you are entering the building beyond the school office.

What forms of ID will the system accept?

Raptor accepts any state-issued ID, including state-issued driver's licenses and state ID cards.

What if I don't have a valid form of ID or don't want it scanned?

A first-time visitor who does not have a valid ID may be granted access, with the building principal's approval, only after manually running the visitor's legal name and date of birth through the system. Visitors that do not present an ID their first time will only be allowed in the building with an escort at all times.

Will I have to have my ID scanned if I am just dropping something off?

Visitors who are leaving an item and will not enter the building past the office will not need to be scanned. Anyone who goes beyond the office or is picking a student up will have to have their ID scanned.

Do visitors who are children need a state ID?

Children who do not have a valid ID may be allowed to visit as long as an adult who has completed the check-in process accompanies them at all times.

What type of background check does Raptor run?

Raptor conducts a limited background check against the national database of registered sex offenders by scanning your name, date of birth and a photo for comparison with a national database of registered sex offenders, but it does not check criminal or traffic history.

What other information is the school taking from driver's licenses?

We will only capture the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. It does not keep a digital copy of your ID. Additional visitor data will not be gathered, and no data will be shared with any outside organization or authority.

Will Rule ISD employees follow the procedure?

All employees are badged, however, employees who do not have an employee badge visible must follow the same procedure and wear the school-issued badge. Substitute teachers will follow exactly the same procedure as other employees.

Will volunteers have to follow the procedure?

Volunteers must follow the same procedures as any visitor. Identity must be verified with an acceptable form of identification (i.e. driver's license or state ID).

Will contractors, subcontractors and vendors follow the procedure?

Contractors, subcontractors and vendors must be checked according to the standards and are issued a state ID once cleared.

Can Rule ISD require parents to produce an ID before entering the building?

Yes. The district must be sure of who is in our buildings, why they are there, and be able to confirm that an individual is authorized to access the student. We can only do this by knowing exactly whom we are dealing with.

What about police officers, firemen, and other uniformed or governmental officials?

Law enforcement and other first responders will bypass the sign-in process if responding to an emergency. If there is no active emergency, police/fire/other officials will be checked in and will be asked to show credentials.

Will the district use the process for after-school activities?

No. The visitor management process will only be used during school hours. The principal and superintendent will make exceptions for specific circumstances or events.

How does Raptor keep my data secure?

Raptor uses firewalls, intrusion prevention systems, host integrity monitoring and port filtering, as well as the latest security processes to protect all of its systems and data. All information

entered into Raptor gets encrypted using 256-bit AES encryption. Raptor does not share data with any third parties

What if I have an outstanding warrant or am undocumented? Will you report me to the police or immigration?

The National Sex Offender Public Registry and the Rule ISD student information system are the only two databases that Raptor checks. The system will not alert office staff or even know if you have an outstanding warrant or are undocumented. If authorities contact us to alert us to someone who might pose a threat to school safety, this information can be entered into the system so administration gets alerted if that person visits one of our schools.

Does the district have to give listed sexual offenders and predators access to the school?

Listed sexual offenders and predators are not allowed on district property, transportation or at district events; unless: prior approval has been granted by the District.under the conditions set forth:

It is unlawful for a person to knowingly be present in any child care facility or school containing any students in prekindergarten through grade 12 or on real property comprising any child care facility or school containing any students in prekindergarten through grade 12 when the child care facility or school is in operation, if such person fails to:

1. Provide written notification of his or her intent to be present to the School Board, Superintendent, Principal, or child care facility owner
2. Notify the child care facility owner or the school principal's office when he or she arrives and departs the child care facility or school
3. Remain under direct supervision of a school official or designated chaperone when present in the vicinity of children.

As used in this paragraph, the term "school official" means a Principal, a school resource officer, a teacher or any other employee of the school, the Superintendent of schools, a member of the school board, a child care facility owner, or a child care provider.

A person is not in violation of paragraph if:

1. The child care facility or school is a voting location and the person is present for the purpose of voting during the hours designated for voting; or
2. The person is only dropping off or picking up his or her own children or grandchildren at the child care facility or school.

Do other schools and institutions use a system like this?

Yes. Many surrounding districts use Raptor or similar visitor management systems to help ensure school and student safety.

What happens if I am a registered sex offender but have a child at the school?

If your ID scan matches a person in the Raptor system, administrative staff members are notified so they can meet with you privately. The staff member scanning the ID will contact an administrator immediately to confirm that the information is correct. The Rule ISD administration can allow limited, escorted access to a campus where the identified visitor's child attends under specific circumstances and conditions.