



RISD – Where all students learn, grow, and succeed.

Visitor and Volunteer Registration System Operating Guidelines

As a part of our overall efforts to maintain safe and secure premises, the Richardson Independent School District (RISD or the District) has selected a visitor management system called V-Soft Raptorware (Raptor) for use at all campus locations.¹ Raptor is designed to scan a government identification record and identify a person who is a registered sex offender or other persons restricted from entry to school premises. Raptor stores the information from the front of the identification document in a database. The system also may be used to maintain a database of school volunteers and their volunteer hours at the campus and to record information from child custody orders that will assist school personnel in managing student release and access. Raptor serves as a useful tool to assist campus personnel to keep our premises safe and secure but cannot replace the value of close scrutiny and awareness of personnel to all visitors to campus. Nonemployee visitors who are observed on campus without a visitor badge should be escorted to the office for registration.

All visitors to an RISD premises must provide a valid, government-issued photo identification document as a condition of access to the school. Visitors who fail to provide acceptable identification or refuse to cooperate will be denied access to District premises. This system is not designed to and will not be operated to unreasonably deny parents the opportunity to participate in their students' education and special procedures apply to parents who lack acceptable identification and to parents who are registered sex offenders. Volunteers must register by providing their valid identification document on their first visit to the campus. Thereafter, the volunteer will be required only to show his or her identification document and the volunteer's information may be entered for a "look up."

Acceptable identification includes the following documents: state driver's license, state identification card, concealed handgun license, military identification card, federal government identification card, passport, fire or police identification, or Homeland Security approved identification cards. An authorized visitor will receive a visitor badge that must be worn and visible on the guest at all times while the visitor is on the campus. The visitor must surrender the badge at the office upon leaving the premises.

If a visitor does not have acceptable valid identification, a campus administrator must speak with the individual to determine the purpose of the visit and whether entry will be allowed. If entry is approved, the administrator must enter the person's name and date of birth into Raptor. A visitor badge will be issued and the person must visibly display the badge at all times while on campus and be escorted by school personnel at all time during the visit. A nonparent visitor may not gain access through this alternative method more than twice in a school year.

Campus staff who will register visitors will receive training in the appropriate operation of the system and how to determine if an alert is a false positive or a match. If Raptor identifies a person seeking entry as a Registered Sex Offender (RSO) or other restricted person, the system will send an automatic alert to appropriate administrators and security personnel. The

¹ The Texas Education Code authorizes school districts to (i) 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, (ii) establish an electronic database for the purpose of storing information concerning visitors to District campuses; and (iii) verify whether a visitor to a District campus is a registered sex offender. *See* Tex. Educ. Code § 31.022; *see also* RISD Board Policy GKC.

receptionist or greeter also will see an alert and will calmly ask the person to wait for assistance from an administrator. The person may have legitimate business at the campus and may be admitted with proper supervision.

District employees displaying appropriate identification, uniformed fire, police, and EMS responders, and identified government employees conducting official business are not required to be registered in the system. These individuals shall be required to provide appropriate identification and to sign in and sign out on the notebook maintained in the office.

RISD expects that all campuses and other facility locations equipped with Raptor will use the system to register visitors during all school hours. The campus principal may determine on a case-by-case basis whether the use of Raptorware is appropriate for certain large group events such as concerts, performances, open houses, sporting events, or P.T.A. meetings where guests are congregated in a single location or limited locations. Any guests having access to the classrooms during instructional time should be registered through Raptorware.

RAPTOR: Quick Reference Chart

Acceptable Identification (Identification documents should not be expired)		
State Driver's License	State Identification (ID) Card	Military ID Card
Concealed Handgun License	Federal Government ID Card	Police or Fire ID Card
Homeland Security ID Card	Passport	

Procedures for Visitor Entry

Visitors With Acceptable Identification

- Greet the visitor
- Ask for appropriate identification
- Scan ID into Raptor
- If cleared, print a visitor badge and provide it to the visitor with the instructions to wear the badge in a visible location at all times in the building and to return the badge to the office when departing
- If Raptor identifies the visitor as a registered sex offender (RSO) or an individual who is restricted from entry, calmly ask the guest to wait for assistance
- The system will alert an appropriate administrator and security personnel
- Administrator or designee will meet with individual to determine the purpose of visit. If visit is approved, the visitor will be escorted by staff while on campus.
A visitor badge will not be issued to an RSO or restricted individual.

Visitors Without Acceptable Identification

- Greet the visitor
- Ask for appropriate identification
- If visitor does not have a valid ID document, ask the visitor to wait and notify a designated administrator or designee to speak with the visitor to determine whether entry will be granted
- If the administrator approves entry for the visitor, the visitor must be escorted by school personnel at all times while in the building. Input the visitor's first and last name and date of birth into Raptor and print a badge for the individual. (A nonparent visitor may not be approved for entry without acceptable identification more than two times in a school year.)
- If Raptor identifies the visitor as an RSO or restricted individual, ask the visitor to wait for assistance from an administrator. The system will alert an appropriate administrator and security personnel. An administrator or designee will determine whether the individual will be granted entry to the premises and under what conditions. Any RSO or restricted person who is granted entry must be accompanied by an administrator at all times while in the building. *A visitor badge will not be issued under these circumstances.* IF the visitor is not granted entry, he she must leave the premises.

Parents/Legal Guardians Who Are Registered Sex Offenders

- A parent or legal guardian who is a registered sex offender may be granted limited access to the campus with approval from the campus administrator and under the conditions established by the administrator. Under no circumstances should a registered sex offender be allowed unsupervised access to the campus.

Customized Campus Alert Notification

- Each campus may identify appropriate campus administrator(s) and security personnel to receive an immediate alert if a Registered Sex Offender alert or other restricted person seeks entry to the campus. District campuses that have a different campus officer assigned each day must notify the itinerant officer via phone, text, or email.
- Raptor also allows a campus administrator to identify individuals who pose a safety risk or threat to the campus or who have been restricted by court order or other process from entering the campus. (*e.g.*, persons with restraining orders restricting contact with staff or students, parents whose visitation or access to the student is very limited, persons who have threatened students or staff, expelled students, persons against whom the district has obtained a trespass warrant, etc.)