



Wilkes-Barre Area School District Raptor Visitor Management System

A. VISITOR MANAGEMENT SYSTEM - RAPTOR' V-SOFT TECHNOLOGY

The Raptor system is a web based software visitor management system that has the ability to scan a visitor's driver's license or other government issued photo ID. The information from that ID is compared to a database that consists of registered sex offenders throughout the United States. The Raptor system quickly prints a visitor badge that includes a photo, name of the visitor, time, date and destination of the visitor.

When visitors arrive, they will be greeted at the school building reception desk by a school security greeter. The greeter will scan the visitor's identification and issue a badge with the visitor's destination if there is no alert indicated in the database.

Once the visitor's ID is scanned into the system his/her information is secured in the Raptor database. Returning visitors do not need to have their IDs scanned again. School security greeters will use the Raptor Quick Find feature for returning visitors by typing in the first few letters of the visitor's first or last name. The visitor's information will appear or be chosen from a list of comparable names. School security greeters will compare the photo displayed for that name with the returning visitor. If it is the same person, the security greeter will issue a badge with the visitor's destination.

If the visitor does not have acceptable photo identification available, the designated security greeter will contact the building principal or designee to help assess the situation. The visitor will need to provide his/her identifying information such as date of birth, address, phone number, etc. If it is determined that the visitor is known and/or authorized to be on school grounds, the visitor's information will be manually entered into the Raptor system and he/she will be issued a badge if there is no alert indicated in the data base.

The visitor badge is to be worn by the visitor at all times while in the building. The visitor will return to the main office and to the security greeter to check out when he/she is leaving the building. The visitor badge shall be returned to the security greeter and destroyed.

Visitors refusing to produce such ID or identifying information may be directed to leave the school as their identity cannot be verified. School principals may allow limited access based on their personal understanding of the situation and/or knowledge of the person in question. Such persons, however, should be manually entered into the system by the designated staff member and have their names checked against the data base.

All vendors and contractors will be scanned into the system at their visit to the school. Designated school personnel conducting the check-in and scan process will verify scan results and verify the nature of the vendor or contractor's visit. If the scan is negative and the visit meets the school criteria, the vendor and/or contractor will be allowed appropriate access.

B. VISITOR SYSTEM MATCH

The Raptor data base will show a match if the visitor has the same name and birth date or birth year as that of a registered sex offender.

If it appears that there is a **match**, the security greeter Raptor operator will immediately contact the building principal or designee and the School Police Officer. The Principal, School Police Officer, and the Chief of Police Operations will receive a text message from the Raptor System alerting them to the **match**. The security greeter will not allow entry into the building until the building Principal and the School Police Officer can assess the situation.

C. PARENTS AND LEGAL GUARDIANS WHO ARE ALLEGED REGISTERED SEX OFFENDERS

In the event an identified parent or legal guardian of a student is listed in the data base, he/she may still be granted limited access to the school, while being escorted by school personnel. The building principal will decide when and where this person can go and who will supervise his/her visit.

The school principal, School Police Officer, or designee will privately notify the parent or guardian that he/she appears to be matched with a person in the Raptor database.

If the individual indicates that there is a mistake, he/she should be referred to the local law enforcement personnel.

The School Police Officer will send a letter (Attachment A) to the identified individual on the guidelines that the parent or guardian must follow when at the school building. The building principal may add specific guidelines as appropriate.

The School Police Officer will confer with the local police agency that has jurisdiction for that building to determine if there are any current law enforcement concerns and take appropriate actions.

The identified parent or guardian will not be permitted to mingle with students or walk through the school unescorted.

The identified parents or guardians who require a teacher conference shall be encouraged to do so when other children are not in class. When possible, the conference should be held in the school office conference room rather than the classroom. **Failure to follow these procedures may result in the identified parents and guardians being banned from the school building and school grounds.**

D. POWER /INTERNET CONNECTION FAILURES

In the event that there is no power or internet service, the security greeter will request the visitor to present their ID. The school designated personnel will then utilize paper logs and paper visitor stickers. The logs will be entered into the system once the power or internet service has been restored.

E. DISCLAIMER

The Raptor system accesses various state data bases for information on registered sex offenders. The Wilkes-Barre Area School District does not have the ability to maintain, update, or change in any way the data in these databases. If the data in the state database is incorrect, the individual will be responsible for contacting the specific state agency and getting the data corrected. The Wilkes-Barre Area School District will not be held liable or responsible for any errors, mistakes, or omissions in the state data bases. The Raptor System does NOT conduct law enforcement criminal background checks. The Raptor System check does not replace a potential employee's or volunteer's required criminal history checks.

ATTACHMENT A

Date _____



Dear _____ (Parent / Guardian):

The Wilkes-Barre Area School District utilizes a visitor management system commonly called Raptor. Raptor enables our schools to produce visitor badges and electronically check all visitors against registered sexual offender databases. The overall goal of this system is to increase the safety of our schools.

The Raptor system indicates that you are listed as an alleged registered sex offender. In order to comply with the Wilkes-Barre Area School District procedures, we request that you adhere to the following guidelines when visiting your child's school:

- . Allow staff to escort you to and from your destination in the school or on school grounds.
- . Allow staff to supervise any interactions with students other than your child.
- . Conduct meetings and other business with the school outside of school hours, when possible.
- . Comply with requests from school staff, administrators, and school security personnel.
- . *(Any other accommodations or request for this parent requested by the school principal)*

The Wilkes-Barre Area School District does not have the ability to maintain, update, or change in any way the data in the state databases. If you believe the data in the state database is incorrect, you should contact the specific state agency to get the data corrected.

Parent/Guardian involvement is a key component to student success in school. We value your participation in your child's education and seek to accommodate your involvement in our school. If you have any questions or concerns, please call me at 570-826-7111 ext 1124 or email me at carl.gembitski@wbasd.k12.pa.us .

Sincerely,
Chief Carl E. Gembitski Jr.
Chief of Police Operations
Director Safety & Security
Wilkes-Barre Area School District