



BARNSTABLE PUBLIC SCHOOLS

ADMINISTRATION CENTER

230 South Street

Hyannis, Massachusetts 02601

Telephone: 508-862-4953 Fax: 508-790-6454



Raptor Visitor Management System: What You Need to Know

What is the Raptor Visitor Management System?

The Raptor Visitor Management System is a web-based, software program developed to help schools keep track of and manage their visitors, students and faculty. In addition to helping track visitors who come and go from our school buildings, Raptor helps increase school safety and security. Raptor allows school staff to easily log visitors, produce visitors' badges and check all visitors against registered sex offender databases.

How does Raptor work?

All visitors will be required to check-in in the school's main office before going anywhere else in the building. Office staff will require all visitors to provide an acceptable form of identification, which staff will scan into the Raptor system. The system only scans the visitor's name, birth date and photo. The visitor's information is then automatically compared to a national data base of registered sex offenders from all 50 states. If a match is found an alert will be generated. If there is not match, a visitor's badge will be generated and the visitor will be permitted to proceed to their intended destination. The visitor's badge must be worn at all times.

Who is a visitor?

A visitor is anyone who wishes to access the building and is not a current student or staff member at the school. Vendors and contractors who will be working on-site during the school day in locations where students are present are considered visitors.

What are acceptable forms of identification?

Acceptable forms of identification, which must include the visitor's name, birth date and a photograph, include:

- U.S. or foreign driver's licenses;
- U.S. or foreign government IDs;
- Military IDs;
- RMV-/DMV-issued IDs;
- U.S. or foreign passports;
- Permanent Resident Cards (Green Cards); and/or

Re-entry Permits.

Is this the same as a background check?

No. This is NOT a background check. Raptor only searches the sex offender database. It does NOT search for any other criminal information.

Is a copy of my identification card kept in the database?

No. Raptor only maintains the visitor's name, birth date, photo and driver's license number. It does not maintain a picture of the entire license.

If a visitor does not wish for their driver's license number to be maintained, the visitor may use a different form of identification.

Does a visitor have to show identification every time they visit?

No. An acceptable form of identification is only needed at the time of the visitor's first visit.

For each subsequent visit, school staff will simply type the visitor's name into the system. The visitor will be checked against the register sex offender database on each occasion.

What if I do not have an acceptable form of identification or do not wish to have my identification scanned?

If a visitor does not have or refuses to produce an acceptable identification, the principal will meet privately with the individual to determine the circumstances and the person's reason for visiting the school.

Generally, a visitor will not be granted access to the campus or students if they do not present an acceptable identification.

In some circumstances, visitors who do not have an acceptable identification will be given access to the campus, but only after the visitor's name and date of birth are manually entered into the system and no matches are reported.

What if there is a match with the registered sex offender database?

If there is a match with the sex offender database, the staff person will notify the principal. The principal will meet with the visitor in a private location to confirm the visitor's identity and information. If the match is confirmed the principal will ascertain the reason for the person's visit.

If the visitor is not a parent or legal guardian of a student attending the school, they will be asked to leave the campus immediately and law enforcement may be contacted.

If the visitor is a parent or legal guardian of a student attending the school, the visitor may be permitted to remain in the building but access to other parts of the campus will generally be restricted and the visitor will be required to conduct all business in the main office.

Are there other, customized, alerts?

We are not currently using the Raptor system in this manner. Student-specific alerts, including custodial alerts and alerts related to court orders, are set in the District's Student Information Management System, Aspen.

What about large events, such a music concerts or award ceremonies?

The Raptor system is not used for large events. Visitors on campus to attend such events are expected to remain in the areas designated for the event and may not access any other areas of the school campus without abiding by the formal visitor check in process.