



WAUTOMA AREA SCHOOL DISTRICT

VISITOR MANAGEMENT SYSTEM PROCEDURE

The Wautoma Area School District is pleased to announce that we will begin using the Raptor Visitor Management System in all of our schools to strengthen our commitment to safety for all students and staff members. A key to keeping students and staff members safe is being completely aware of who is in our buildings at all times during the regular school day, and the Raptor Visitor Management System will provide this service. The Raptor System will better allow us to screen visitors, contractors, and volunteers who intend to move about our schools; which in turn, will create a more controlled, safe environment for our students and staff members.

Here is how it works:

- All visitors to our schools need to report directly to the school's main office.
- If a visitor is simply dropping off a child or an item, picking up a child or item, or needs to speak with an administrator, they will not need to acquire a visitor's badge.
- Visitors requesting to move about the buildings will be asked to present a government-issued ID that will be scanned or manually entered into the Raptor System. If a visitor does not have a government-issued ID, the school office staff member can use any form of ID and manually enter the person's name into the Raptor System. The visitor will need to be manually entered each visit until a government-issued ID is scanned.
- The Raptor System will:
 - Mark the time of the visitor's arrival.
 - Compare the visitor's name, date of birth, and photo with those in a national database of registered sex offenders.
 - Compare the visitor's name to a prohibited persons list: No-contact orders, an expelled student, persons who have threatened students or faculty members, persons with restraining orders banning contact with students or staff members, and parents with limited visitation rights of their student.
 - If a visitor is a positive match, a school administrator will meet with the visitor.
 - No additional visitor data will be gathered and no data is shared with any other user.
- Once entry is approved, the school office staff member will issue a badge that identifies the visitor, the date/time, and the purpose of his/her visit.
- Visitors will need to return the badge to the school office when they exit the building. The badge will be destroyed.

The Visitor Management System is in compliance with WASD School Board Policies: 9150 – School Visitors, 7440 – Facility Security, and 2013 Wisconsin Act 88 – statute relating to the notification for registered sex offenders who are on school premises.



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1. **What is the Raptor Visitor Management System?** The Raptor System is a visitor registration system that enhances school security by reading the government-issued photo IDs of visitors, comparing the visitor ID information to a sex offender database, reviewing the same identity for any alerts that the school or District may have applied to a person, notifying school personnel if a match is found, and if approved, printing a badge for the visitor to wear while on school grounds.
2. **Why is the Wautoma Area School District using the Raptor System?** School safety for all is our highest priority. This system provides us with a consistent approach to track visitors and long-term volunteers while keeping away individuals who present a danger to students and staff members.
3. **Is this the only process I need to use in order to volunteer at the schools?** No, individuals who want to volunteer will still need to complete and submit a Volunteer Application located on the District Website, www.wautomasd.org, under the Quick Links Tab. According to WASD Board Policy 8120: An extensive background check will be completed by the District Administrator for all submitted volunteer applications?
4. **Will the Raptor System be used at widely attended events at the schools?** No, widely attended events including athletic and other extracurricular events, Parent-Teacher Conferences, scheduled school-wide events or performances, designated parent involvement days are not included in the background check because they are typically events that are planned in advance when increased personnel and security measures can be put in place.
5. **Is an ID card scan necessary each time a person comes into the building?** No, after the first scanning, the system operator will simply find the visitor's name in the system and use the record of the previously scanned ID to sign the visitor in and print a visitor's badge.
6. **Do employees need to check-in every day at their regularly assigned buildings?** Employees do not need to check in at the office through the Raptor System.
7. **Do Law Enforcement/Emergency Responders/Government Officials need to be processed on the Raptor System when they visit a school building?** Law enforcement and other first responders should bypass the sign-in process if responding to an emergency. Law enforcement and other government personnel on official business should be asked to present their identification similar to other visitors, but have the right to withhold personal information as required by state statute. These visitors have an option to show their badge or state-issued identification that can be manually entered, on request.

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8. **What happens if there is a Match with the Database?** The database will show a “match” or “hit” when the visitor has the same name and birth year as that of a registered sex offender or of someone on the prohibited persons list. The match could be a Positive Match or a False Positive Match
 - a. In order to determine a **False Positive Match** the system operator will:
 - i. Compare the picture from the identification to the picture from the database.
 - ii. If the picture is unclear, we will check the date of birth, middle name, and other identifying information such as height and eye color.
 - iii. The Raptor System has a screen for the operator to view and compare photos.
 - iv. If the person or identifying characteristics are clearly not from the same person, the person will then be issued a badge and established procedures will be followed.
 - b. If there is a **Positive Match**, the system operator will:
 - i. Remain calm and ask the visitor to take a seat in the office area until a school official can meet with the visitor.
 - ii. Give the visitor their ID back if they ask to leave the building.
 - iii. Engage the system to automatically notify Law Enforcement, the District Administrator, and the Building Administrator.
9. **What happens when a parent and/or legal guardian is a registered sex offender?** A parent and/or guardian who is a registered sex offender can be granted limited access to the building while being escorted by school district personnel as chosen by the building administrator. The parent or guardian will not be permitted to mingle with students or walk through the school unescorted. The parent or guardian can attend teacher conferences as long as other children are not in the class. If the parent or guardian fails to follow these procedures they could be banned from the school.
 - a. If a parent or guardian indicates that their match is a mistake, we will encourage them to contact the state listing authority to rectify the matter. Parents could be provided a print out of the alert if approved by the building administrator.
10. **What is the checkout process for leaving the building?** The system operator will simply find the name of the person who is signing out from the list of visitors and click the “sign out” button. This process provides a record of entry and departure and overall time in the building. The Raptor Badge will be returned to the operator and destroyed.