April 25, 2016

Dear Parent/Guardian:

The Cleveland Metropolitan School District is pleased to announce that we will begin using a visitor management system, called Raptor, in selected buildings as a part of a pilot program for the remainder of the 2015-2016 school year and the start of the 2016-2017 school year. The system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer, more monitored environment for our students and staff.

Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Upon reading the information, the system will check the national database to identify sexual offenders. It is important to note that the system only scans the visitor’s name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver’s license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore any other information connected to the visitor’s driver’s license is not part of the system and is not accessible to any of the users. Once entry is approved, our system will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

The safety of our students is our highest priority and the new visitor management system provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. The visitor badges must be returned to the office at the conclusion of the visit. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

Sincerely,

[Signature]
Lester Fultz, Chief
FREQUENTLY ASKED QUESTIONS

What is the RAPTOR System?

RAPTOR is a visitor registration system that enhances school security by reading visitor drivers’ licenses, comparing the information to a sex offender database, alerting school administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo.

How does it work?

Drivers’ license information is compared to a database that consists of registered sex offenders from all 50 states, including Ohio. If a match is found, school administrators and law enforcement personnel can take appropriate steps to keep the schools safe.

Why is CMSD Schools using this system?

Safety of our students is our highest priority. Raptor will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system quickly prints visitor badges that include a photo, the name of the visitor, time and date.

What other information is the school taking from drivers’ license?

The system is only scanning the visitor’s name, date of birth, partial license number, and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization.

Should we scan every visitor into the system, including CMSD employees?

CMSD employees who do not have an employee badge visible must be scanned and wear the visitor badge. Employees who have their employee badge visible may use a paper sign in log. Substitute teachers should be scanned at all times.

Do we have the right to require visitors, even parents, to produce identification before entering the school building?

Yes. You need to be sure of who is in your schools, why they are there and particularly if a student is involved (e.g., early pickup) – be able to confirm that an individual has the authority to have access to the student. You can only do this by knowing exactly with whom you are dealing.
What if the person refuses to show identification?

Contact the school administrator and/or S/O immediately. The administrator can question the individual and explain the process to them. The administrator, based on this knowledge of the person and situation, can make a determination to allow entry or refuse access to the facility and/or a student, or at the administrator’s discretion, the student and visitor can meet in the office. *The administrator can choose to manually enter information up to two times for a visitor.*

Do I scan police officers, firemen and other uniformed or similar governmental officials into the system?

Yes. Again, this to allow you to know who is in the schools at all times. However, law enforcement personnel visiting a school on official business can be given the option to have their information entered manually by presenting their badge or state-issued identification.

If a “hit”: comes back indicating that the person just scanned is a registered sex offender, do I have reason to fear?

Many sexual predators/offenders are going to be relatives of one of your students. Normal caution should always be followed. Paying attention to the individual’s demeanor, body language and verbal cues is, as in any situation, the key to your personal safety. If in doubt, always summon help immediately. Remain calm and ask the person to take a seat, as school officials must approve the visit. Do not go into detail or give further explanations.

Do we have to give listed sexual offenders and predators access to our school?

Generally speaking, unless the individual is wanted by the police, as long as they have legitimate reason to be on school property (e.g. visiting a legal dependent) you cannot give a blanket “no.” However, such individuals should only be given limited access and should be accompanied at all times by an adult representative of the school. When in doubt, consult with School S/O.