



BIRDVILLE INDEPENDENT SCHOOL DISTRICT



Birdville ISD Raptor Guidelines

The safety of Birdville Independent School District students and staff is a district priority. To supplement existing security measures Birdville ISD has adopted a visitor tracking system for each campus district-wide. This system logs visitors as they enter and exit the campus, generates visitor badges, and electronically checks visitors against multiple registered sex offender databases, tracks and maintains a database of campus visitors, as well as other features that can be locally programmed into the system.

I. Visitor Tracking System (Raptor)

- a. Every visitor (that is not a Birdville ISD employee) entering the campus and wanting access to move past the front lobby will need to present a government-issued ID to be scanned by or entered into the Visitor Tracking System. The visitor will need to state the location(s) that will be visited on the campus.
- b. Visitors need to return to the front office when their visit is completed to be logged out of the system. Visitors will leave their Raptor badge at the check-in station.
- c. If a large assembly such as a school performance takes place during the school day, it will be up to the discretion of the campus administration to use the Visitor Tracking System or use a manual tracking system (sign-in sheet).
- d. During a function where visitors will have direct contact with students, the visitor's government issued ID will be scanned or entered into the system and a badge will be printed. Exceptions are allowed when the visitor is part of a large school setting such as field day. These decisions will be determined by the building principal based upon the particular setting, the type of activity, and number of visitors involved.
- e. After the regular school day or when students are not present, visitor's ID's will not be scanned. The regular school day ends after student dismissal.

II. Who's ID needs to be run through the Visitor Tracking System?

- a. Parents assisting with field trips will need their ID's scanned or entered into the Visitor Tracking System. If the parent is taking their own transportation then an arrangement should be made for the parent to come by the campus to receive a badge within three days of the field trip.
- b. Child Protective Services shall not have their ID scanned. If you have a question about the CPS worker, call the supervisor.
- c. Police Officers from departments within BISD will not have their ID scanned if they are in uniform. If they are not in uniform and do not have their badge, their ID will be scanned or entered.
- d. Students who are old enough to have a government issued ID should be scanned or entered along with the parent.
- e. Vendors and Contractors:
 - Vendors and contractors needing access inside the building during the school day **must have their ID scanned or entered into the Visitor Tracking System.**

- Vendors and contractors working **outside the building during the school day** should have a supervisor check-in at the office so the campus administration is made aware that they are on campus. **The supervisor does not need their ID to be scanned.**
- Vendors and contractors gaining access to the campus who are escorted by Birdville ISD personnel will **not need their ID's** to be scanned.