

Visitor Policies and Procedures

Overview

The safety of our students at DISD is our highest priority. Dilley ISD uses a visitor registration system, RAPTOR, to track visitors and volunteers while protecting our children from people who may present a danger to students and staff members. The RAPTOR system is a system that scans government issued IDs such as a driver license or identification card and compared with information in the Registered Sexual Offenders (RSO) database. Other forms of ID such a Passport will be entered in manually. Immediately, the campus receptionist will be notified if the visitor has been identified in the RSO database. Procedures are in place to address individuals who have been identified as a safety concern.

Procedures

All campus staff will receive training on visitor check-in procedures at Dilley ISD. All faculty and staff will have a visible employee badge. If an individual does not have a visible badge, the individual will be escorted to the campus front desk.

Signs will be placed at all doors and potential entry points directing visitors to the office to sign in.

The following procedures are in place for all visitors at DISD:

1. Upon arriving to the campus, the visitor will be greeted and asked for their government issued photo ID. The photo ID will be scanned using the RAPTOR system.
2. If there are no concerns, the visitor will sign in and a visitor's badge will be issued. The information on the visitor badge will contain the campus, visitor's name, and a photo of the visitor. If visiting multiple campuses, the visitor must sign-in at each campus.
3. The visitor's ID will be alphabetically placed in a file box located in a drawer and returned ONLY to the visitor upon the completion of the visit. The visitor will return their visitor's badge upon completion of the visit.
4. If the visitor does not have an acceptable ID, the campus administrator on duty will be called to assess the situation. If he/she determines the visitor information is known, the visitor's information will be manually entered by the campus personnel.
5. If individuals without a valid form of ID are present for meetings such as ARD, 504, ESL, etc, the individual will be escorted to the meeting site.

Vendors/Contractors/Others

All vendors, contractors, and other visitors not assigned to the particular school will be scanned into the system upon arrival to the campus. The same procedures will be followed as stated above.

For further explanation, please refer to Section 37.105 and Section 38.022 of the Texas Education Code.

****NOTE: Campus Administrators have discretion regarding visitors to their campus.**