



Serving Learners, Families, and the Community

CECIL COUNTY PUBLIC SCHOOLS OFFICE OF THE SUPERINTENDENT

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Jeffrey A. Lawson, Ed.D.
Superintendent of Schools

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January 21, 2020

Dear Parents:

Later this month, we will be implementing the Raptor Visitor Management System in all of our schools. A major component of school safety is knowing who is in our buildings at all times. The Raptor system will better allow us to track visitors while also providing an even more streamlined sign in process. Currently, this new system is being piloted at our Central Office location and also at the Cecil County School of Technology.

Upon entering the school building, visitors will be asked to present a valid state-issued ID which may be scanned or manually entered into the system. The Raptor system will run a check against a national sex offender database to ensure that registered sexual offenders are not entering our buildings. We will only record the visitor's name, date of birth, and photo for comparison with the national database. We will not share any information on the ID with any other agency or authority. This system also allows schools to build in custom alerts such as custody restrictions.

Once entry is approved, we will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. If the visitor does not have a driver's license, the school staff member can ask to see another form of identification and manually enter the person's name into the Raptor system to check for sex offender status and for any custom alert that has been created. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

CCPS employees wearing their badges will not need to go through the Raptor sign in but are still expected to sign in per our current practice.

The safety of our students and staff is our highest priority, and the Raptor visitor management system provides a consistent way to more closely monitor access to our school buildings. Please see our Frequently Asked Questions document for additional information. Thank you for your support of enhancing school safety protocols in Cecil County Public Schools.

Sincerely,

Jeffrey A. Lawson, Ed.D.
Superintendent



Raptor Visitor Management FREQUENTLY ASKED QUESTIONS



Cecil County Public Schools' new visitor management process will enable each school building to screen all visitors against nationwide sexual offender registries and establish a consistent sign-in process across the school system. The goal is to enhance the safety and security of both students and staff by preventing access by those who pose a potential threat.

What is the visitor management process?

During school hours, entry to the school building will be restricted to a single door near the office, as has been our past practice. Office personnel will check a visitor's driver's license or other state-issued ID, comparing information to a national sex offender database search.

What if a match is found?

The driver's license/ID information is compared to a database of registered sex offenders from all 50 states. If a match is found, school administrators and law enforcement personnel will take appropriate steps to keep the school, students, and staff safe.

What if a visitor does not have a driver's license?

If a parent or guardian for any reason does not have a driver's license, the school staff member can ask to see another form of identification and manually enter the person's name into the Raptor system to check for sex offender status and any custom alerts. A first-time visitor who does not have a valid ID may be granted access, to be accompanied at all times by an adult member of staff, with the building principal's approval.

Do visitors who are children need a state ID?

Children who do not have a valid ID may be allowed to visit as long as an adult who has completed the check-in process accompanies them at all times.

What other information is the school taking from driver's licenses?

We will only capture the visitor's first and last name, date of birth, 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 organization or authority.

Will CCPS employees need to follow the procedure?

Employees who are wearing their badge do not need to sign in through the Raptor system upon entering a building but are still expected to sign in to each school log book per current practice. CCPS employees who do *not* have an employee badge must sign in via the Raptor system with the front office personnel and wear the issued printed badge. Substitute teachers will follow the same procedure as any visitor.

Will volunteers have to follow the procedure?

Volunteers must also follow the same procedures as any visitor. Identity must be verified with an acceptable form of identification (i.e. driver's license or state I.D.).

Will contractors, subcontractors, and vendors follow the procedure?

Contractors, subcontractors, and vendors must be checked the same as any visitor. If identity cannot be acceptably verified, they will not be allowed on district property. Acceptable forms of identification include driver's license, state I.D., U.S. military I.D., or passport.

Will CCPS use the process for after-school activities?

No. The visitor management process will only be used during school hours.