Raptor Frequently Asked Questions

What is the Raptor Visitor Management system?
Raptor is a visitor registration system that enhances school security by reading visitor drivers' licenses, comparing information to a sex offender database, alerting campus administrators if a match is found, and then (assuming no match was made) printing a visitor badge with a photo.

What's the purpose of the Raptor Visitor Management System?
It does several things:
- Identifies the visitor with a picture ID (see below for more details)
- Checks against the online sex offender registry and a list of any persons prohibited from entering a building (i.e. someone who has a No-Contact Order; an expelled student; anyone whom administration has named as not being allowed to come in)
- Sends a "Private Alert" message (if there is a "match" to a prohibited person) via email, phone, and/or text to pre-designated responders (e.g. administrators), so that one or more can respond to the front desk and meet with the person.
- Prints a Visitor's Badge with name, picture, date, time, and destination
- Records visitors' names, time in the building, etc., for reports that can be used for administrative purposes such as tracking volunteer hours, etc.

What are the hours for the Raptor System?
The hours are 7:30 a.m. – 3:30 p.m.

Why is Xavier Charter School using this system?
Student safety is our highest priority. Raptor will provide a consistent system to track visitors and volunteers. It will create a process that allows the school have a record of each visitor and monitor people in the building. The system quickly prints a visitor badge with a photo, name, time, and date.

How does it work?
Drivers' license (name and date of birth) information is compared to a database of registered sex offenders from all states. If a match is found, administrators and law enforcement personnel can take appropriate steps to keep the campus safe. If Private Alerts have been entered at a building, Raptor also checks against those.

What kinds of IDs will work in Raptor?
Officially, the scanner is able to scan all 50 state licenses, state identification cards, concealed handgun licenses, consulate ID cards, green cards, and some military cards. It doesn't officially scan passports or other countries' IDs.

Does Xavier Charter School have the right to require visitors, even parents, to produce identification before entering the school?
Yes; Xavier Charter School needs to be sure of who is at our building, why they are there (particularly if a student is involved, e.g., for early pickup), and be able to confirm that an individual has the authority to access the student. Xavier Charter School can only do this by knowing exactly with whom they are dealing. See P*olicies 4140 Security and 9500 Visitors to the School*.

What other information is the school taking from driver's licenses?
Raptor is only scanning the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders and any Private Alerts at that site. Additional visitor data will not be gathered, and no data will be shared with any outside company or organization. The visitor's driver's license number is not scanned.

Is an ID card scan necessary each time a person comes in the building? How would that work?
On return visits, visitors will only be required to enter their full name in the Kiosk system located by the front office. They will be required to wear this badge to be allowed entrance to the school and to proceed to their destination. To checkout, they will use the Kiosk to enter their name or scan the badge. After checkout, visitors will discard the badge.

Who should go through the Raptor system?
Anyone who is visiting the campus should check in through Raptor – parents and guardians, volunteers, mentors, service providers going beyond the front office (repair workers, etc.), and other visitors.
Exceptions:
- If the visitor is only coming as far as the front office to wait to pick up a child or conduct other business, or if attending an after school event
- Other reasonable exceptions made at the Head of School's discretion

Do all family members need to have an ID entered into Raptor if they all enter the building?
Yes; anyone going into a school building needs to have an ID entered into the Raptor system and wear the Raptor badge. All visitors will be required to wear this badge to be allowed entrance to the school and to proceed to their destination. To checkout, the visitor will use the Kiosk to enter their name or scan the badge. After checkout, they will discard the badge.

ID information of those who are younger than 12 or who do not have a state-issued ID may be manually entered so long as they are accompanied by an adult who is wearing a Raptor visitor badge.

Should every visitor be checked into the Raptor system, including Xavier Charter School employees?
Yes; anyone going into a school building needs to have an ID entered into the Raptor system and wear the Raptor badge. All visitors will be required to wear this badge to be allowed entrance to the school and to proceed to their destination. To checkout, the visitor will use the Kiosk to enter their name or scan the badge. After checkout, they will discard the badge.

All employees or new hires will not be required to be in the Raptor System because they have undergone the federal government background check by the FBI.

Do School Board members need to check into Raptor if they enter the building?
Yes; anyone going into a school building needs to have an ID entered into the Raptor system and wear the Raptor badge. All School Board members will be required to wear this badge to be allowed entrance to the school and to proceed to their destination. To checkout, the School Board member will use the Kiosk to enter their name or scan the badge. After checkout, they will discard the badge.

How do Student Teachers register in Raptor?
Student Teachers going into a school building needs to have an ID entered into the Raptor system and wear the Raptor badge. All student teachers will be required to wear this badge to be allowed entrance to the school and to proceed to their destination. To checkout, the student teacher will use the Kiosk to enter their name or scan the badge. After checkout, they will discard the badge.

What forms of ID are needed during the first initial visit to Xavier Charter School?
Driver's licenses, military IDs, green cards, Consulate Cards, and State ID cards only need scanned one time. Then visitors/volunteers can be entered using the Quick Find option.

What if the person refuses to show identification?
The Raptor operator should contact an administrator immediately. The administrator can question the individual and explain the process to them again. The administrator, based on this knowledge of the person and situation, and at the administrator's discretion, can allow the student and visitor to meet in the office.

What is the checkout process for leaving the building?
The checkout process doesn't involve scanning the card again. To checkout, the visitor will use the Kiosk to enter their name or scan the badge. After checkout, they will discard the badge.

When a "Private Alert" of an unauthorized person seeking admission goes out, how much information is in it?
The Private Alert email includes name, photo, where they are headed, and what Operator/user checked them in.

Does Raptor check a database for warrants, etc.?
No; Raptor only checks the National Sex Offender Registry, which is updated weekly, and Private Alerts which are entered separately at each site.