

Scope

To better protect our children, faculty and visitors at our campuses, an electronic visitor management system is used to screen registered sex offenders. This is not a background search for other criminal information such as traffic tickets, warrants or felonies. The data collected is exclusively for the use of the school district and law enforcement. If the system alerts on an individual who may jeopardize the safety of the campus, then the campus administrator will meet privately with that individual to determine the accuracy of the data alert. If the data is correct, the administrator will inform that individual that he or she may not enter the building other than report to the front office Visitor Check-In station to pick up their child unless there are court restrictions that prevent the individual from doing so.

Procedures

1. All persons entering a campus during the school day will be processed and appropriately issued a badge through the front office by scanning their Picture ID card into the electronic visitor management system. (Exception: licensed police officers and CCISD Employees with appropriate District ID badge)
 - a. The preferred Picture ID's to be used (scanned) with the system are: Valid Drivers License, Valid TXDOT ID card, Valid Texas Alien Status Card, Valid Mexico ID/Drivers License, and some forms of valid military ID cards. (If the ID given does not scan or check against the databases, follow the procedure in step b. below.)
 - b. Individuals with some other form of picture identification (not scannable) or those without will have their name and birthday entered into the system to secure their status but will not be allowed access into any other portion of the building other than the administrative offices.
2. If there is no alert on the individual, the individual will be:
 - a. Issued a badge through the system where a printed badge that includes their name, photo, and destination is printed.
 - b. Allowed to proceed to their destination.
3. If there is an alert on the individual, the staff member at the Visitor Check-In station will contact an administrator with the following statement: "I need Visitor ID assistance please."
 - a. Remain calm. Common names and birth dates do occur. Do not automatically assume that a registered sex offender is on campus.

- b. The administrator will notify the Office of Safe and Secure Schools and then take the individual into a private office to discuss the alert. (The alert will automatically be sent to the School Liaison Officer assigned to that campus so that he/she can be dispatched immediately to the campus. The alert will also be automatically sent to the campus administrator.)
 - c. If the individual indicates that the alert is not accurate, the administrator will check the picture on the visitor management system against the person and their photo ID as well as look to see if the birth dates are the same in the system as on the photo ID.
 - d. The campus administrator will then contact the School Liaison Officer assigned to that campus to communicate any discrepancies and verify other information on the individual.
 - e. If the alert is determined to be false by the School Liaison Officer, the administrator will secure the correct information on the individual and make a notation in the system. (The administrator will apologize for the inconvenience and assure the individual that the intent is to provide a safe learning environment for students through the best means possible.)
 - f. If the alert is positive, the administrator will explain to the individual that he/she may not proceed beyond the Visitor Check-In station in the administrative office area. The School Liaison Office will check his or her current restrictions as a sex offender and will advise the administrator if limitations exist. (The individual will not be allowed to leave the reception area to enter any other campus area without escort by school personnel.)
4. When a parent/guardian is identified as a registered sex offender using the visitor management system:
 - a. Steps a. thru f. in the above section apply.
 - b. A sex offender asking to have lunch with his/her child is not allowed to go to the cafeteria. A parent/guardian who is the registered sex offender may take his/her child off campus for the lunch period if parental rights have not been restricted or terminated by court order. Campus personnel must verify through student records that parental rights have not been removed or limited. **If this information can not be verified, the child is not**

**to be released to the parent/guardian to be taken
from the campus.**

Parental Rights

Under certain limited circumstances, a parent/guardian may have only **restricted** access to a student's information. Before releasing student information to an individual who has triggered an alert, contact the Principal and/or the Office of Policy and Legal Affairs.

**Non-Parental
Registered Sex
Offender**

1. Under no circumstance is a child to be released to or allowed to talk to a registered sex offender who is not the parent/guardian of the child. [See GCK1(REGULATION)].
2. The parent/guardian is to be immediately notified that the person came to school to visit or pick-up the child.
3. CCISD will not knowingly release a student to a registered sex offender who is not a parent or guardian. (**Note:** A parent/guardian who is a registered sex offender may however take his/her child off campus if parental rights have not been restricted or terminated by court order.) If campus personnel are uncertain what to do in any case, contact the principal and/or the Office of Policy and Legal Affairs.

Disclaimer

At this time, no database, system, or group of systems containing information on sex offenders is 100% accurate at all times.