



ST. JOHN'S
EPISCOPAL SCHOOL

Head of School Mark Crotty

Dear St. John's Community,

We are pleased to announce that we will begin using the Raptor Visitor Management System to augment our campus safety. A vital part of keeping all members of our community safe—particularly the children—is knowing who is in our building at all times. As part of a regular review of our policies and procedures, we determined the Raptor system will help us better track all visitors, contractors and volunteers.

The system will go into effect on Monday, November 27. Stations will be set up in the front reception area, at the lower school carpool desk, and at the middle school entrance.

The following FAQs will help you understand the new system and our procedures.

What is the Raptor Visitor Management System?

This visitor registration system enhances school security by requiring a state-issued ID card with a photograph (e.g. driver's license) for everyone. The system provides a consistent stream of current information for identifying unwanted visitors by specifically cross-checking an individual's history with available databases (including the sex offender's database).

What information is being retrieved from my ID card when it is scanned by the system?

The Raptor system scans only the visitor's name, date of birth, and photo for comparison with national databases. No additional visitor data is gathered. The system is not connected to any other system such as the Department of Motor Vehicles; and no data is shared with any other system, company, or organization.

What kind of security pass will I receive?

The first time a parent or legal guardian scans a state-issued ID in the system, we will provide a long-term security pass: a printed pass attached to a lanyard. Each individual pass is unique to that person. The process will take just a few minutes. You will not need to scan your ID after that point for the remainder of the school year, unless you forget or lose the long-term security pass.

Once I have the long-term security ID pass, will I still have to sign in when entering the school?

Yes, we ask that you still sign in, just as you do under current requirements. This allows us to know who is on campus, particularly in the event of an emergency, yet keep the check-in process simple and fast for our families.

What if I forget or lose my long-term security ID pass?

You must scan your ID card to obtain a temporary pass. Please keep in mind this will take additional time during the sign-in process.

What if someone's state-issued ID causes a "hit" in the database?

Our police officer and key administrators would receive immediate notification. They would proceed to the station where the person scanned their ID and ask the person to leave campus. In certain circumstances, we can recheck information if we have reason to think the reading may be a false positive.

Do other schools use this or a similar system?

Many, if not most, of the independent schools in Dallas and across the nation now use such a system. Raptor is one of the more common ones.

What if I want someone else to pick up my child prior to the regular dismissal time and that person does not have a security ID pass?

If another authorized adult is picking up your child, that person may do so at the front reception area. Under no circumstances should you loan your long-term security pass to another person. We will not accept the pass and will confiscate it.

Will nannies, sitters, and other caregivers be issued long-term security ID passes?

No one other than parents and legal guardians will receive long-term security passes. If someone else needs to be admitted into school, that person may check-in at a station to obtain a temporary pass by scanning an approved ID card. Please make sure the person knows this may take additional time. Again, you should not give this person your long-term security pass.

While the full system goes into effect when we return from Thanksgiving break, if you are on campus the week of November 13, you may sign in and obtain your pass. Thank you in advance for supporting these protocols and thus maintaining the safest possible environment.

Best regards,

A handwritten signature in black ink, appearing to read 'Mark', with a stylized, cursive-like script.

Mark Crotty
Head of School