OVERVIEW

All district campuses and facilities

Hurst-Euless-Bedford ISD encourages and welcomes parents and other visitors to work as educational partners in our schools. As part of our commitment to the safety and security of all students, staff, and visitors in our schools and other district facilities, all visitors are required to enter through the main/front door of the building and report to the front office to sign in and receive a visitor badge to wear in a visible place above the waist while on campus.

Visitors will be asked to submit their driver’s license or other valid form of government-issued identification containing a photograph to obtain a visitor pass. HEB ISD district employees, approved volunteers, and approved contractors and vendors are not required to submit a driver’s license or other valid identification to receive a visitor badge, as long as they are wearing their district-issued HEB ISD ID badge.

Upon leaving the campus, all visitors must stop by the front office to sign out and return their visitor badge. This process helps school administrators know who may still be on campus in case the school has to be evacuated for any reason.

Visitors without a valid form of identification will only be allowed access to the office area. Valid forms of ID include a current driver’s license or state-issued identification card from any of the 50 states, U.S. passport card, Active Military ID, or other government-issued identification containing a photograph.
PROCEDURES

Elementary Campuses, Junior High Campuses, KEYS High School, and the Transition Center

Front Door Access Controls

Front door access controls have been installed at all elementary campuses, all junior high campuses, and at KEYS High School. This system includes the use of a camera, intercom, and buzzer to gain access to the building. All exterior doors will remain locked, and visitor access will only be available through the front door.

- Procedures Before School Begins
  - The front doors will open at least 30 minutes prior to the first bell. Students should enter through the front door and proceed to the cafeteria for breakfast or to the designated location to wait until they are dismissed to class.
  - Parents and other visitors must report to the front office to sign in and receive a visitor pass to wear before entering the building. Upon leaving campus, they must stop by the front office to sign out and turn in their visitor pass.

- Procedures During the School Day
  - The front doors will be locked at the time of the tardy bell.
  - Visitors and students who are tardy must request entry into the building by pressing the intercom button.
  - After a visitor pushes the intercom button, office personnel will verify the person’s identity and their reason for requesting entry.
  - Upon verification, office personnel will unlock the “entry door” to allow access.
  - Visitors must go directly to the office to sign in and receive a visitor pass to wear while on campus.
  - Students who arrive after the tardy bell must report directly to the front office to sign in and receive a tardy pass.

- Procedures at the End of the School Day
  - Parents should wait outside the building to pick up their child.
  - For parents or other visitors needing to enter the building at the end of the day, the front doors will unlock at the end of school day, and remain unlocked for approximately 15 minutes.
  - Parents and other visitors are required to report to the front office to sign in and receive a visitor pass to wear while on campus, but will not have to push the intercom button to request entry.
  - The front doors will be locked approximately 15 minutes after the end of school, and after this time, as long as the front office is open, parents and other visitors must press the intercom button to request entry.
Positive Proof Visitor Management Systems

HEB ISD has implemented the Positive Proof Intercept Enterprise Visitor Management System on all elementary campuses, all junior high campuses, KEYS High School, and at the Transition Center. Positive Proof will replace paper-based sign-in sheets, and will enhance school security by reading visitor driver’s 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 that includes a photo. Other features, such as recording tardies, early dismissals and volunteer hours, can be locally programmed into the system. Customized alerts may also be set up to help school personnel identify and avoid dangerous situations, such as restricted persons based on a court order, restraining order, legal document, or communication from law enforcement. The Positive Proof system will provide a consistent system to track visitors and volunteers while protecting our students and staff members from people who present a danger.

General Procedures

1. All visitors to campus, including district personnel, must report to the front office to sign in using the Positive Proof system, and receive a visitor badge to wear while on campus.

2. All visitors, except district employees, approved volunteers, and approved contractors and vendors wearing their district-issued HEB ISD ID badge, will be asked to present their driver’s license or other valid form of government-issued identification containing a photograph. Visitors will scan their identification in the Positive Proof system, which will electronically check the visitor against a public sex offender database.
   - Visitors without a valid form of identification will only be allowed access to the office area.

3. Once the visitor has scanned their identification, information about the scan, including a photo of the visitor, will appear on a designated campus employee’s computer screen. If there is no alert indicated in the database, the campus employee will confirm the identity of the visitor by comparing the photograph on the screen to the visitor, and approve the scan. Once approved, a visitor badge containing a photo, name, date, time, and badge number will be printed. The visitor badge must be worn in a visible place above the waist while on campus.

4. Upon leaving the campus, all visitors, including district employees, approved volunteers, and approved contractors and vendors, must stop by the front office to sign out and turn in their visitor badge. This process helps school administrators know who may still be on campus in case the school has to be evacuated for any reason. Visitor badges will be destroyed as soon as they are returned.

District Employees, Approved Volunteers, and Approved Contractors and Vendors

District employees, approved volunteers, and approved contractors and vendors who have completed criminal background checks and are wearing their district-issued HEB ISD ID badge are required to sign in using the Positive Proof system, but are not required to submit their driver’s license or other valid form of identification to visit a campus. Once signed in, a visitor badge will be printed. Visitor badges for district employees, approved volunteers, and approved
contractors and vendors will not contain a photo, but these visitors must be wearing their district-issued HEB ISD ID badge, which does contain their photo. The visitor badge must be worn in a visible place above the waist while on campus.

Match with Database

If the scan of the databases comes back with an active alert, campus administrators will receive an instant text and email, and should go immediately to the front office to assess the situation.

1. The database may show an alert if the visitor has the same name and birth year as that of a registered sex offender.
   a. In some cases, this will register a false positive. To determine if this match is a FALSE POSITIVE, the following process should be followed:
      i. Compare the picture from the identification card to the picture from the database alert.
      ii. If the picture is unclear, check the date of birth and other identifying information, such as height and eye color.
      iii. If the pictures or identifying characteristics are clearly not the same person, press NO on the screen, and click the printer icon to issue a visitor badge.
   b. If the alert appears to be a MATCH, the following process should be followed:
      i. Compare the information from the identification card with the database alert. If they appear to be the same person, press YES, and do not print a visitor badge.
      ii. Remain calm and ask the person to take a seat, as a school administrator must approve the visit. Do not go into detail or give further explanations.
      iii. The visitor may ask for his/her ID back and want to leave – comply with this request.
      iv. If the individual becomes agitated or you fear for your safety, follow normal emergency procedures for summoning assistance.

Parents/Legal Guardians Registered as Sex Offenders

In the event an identified parent or legal guardian with a right to see a student is shown as an alert in the database, he/she can still be granted limited access to the campus, while being escorted by school district personnel. These visits must be scheduled in advance through the principal’s office, and access beyond the front office is not allowed at any time without an escort. The campus administrator must ensure that the visitor is not in violation of any law or court order through the visitor’s presence on the campus, and then will decide when and where this person can go and who will supervise his/her visit.

1. Campus administrators will privately notify the parent or guardian that they appear to be matched with a person in the Positive Proof database.
2. If the individual indicates that there is a mistake, please encourage them to contact the state listing their name and resolve the matter.
3. A parent who is a registered sex offender is limited in his or her campus access as provided in Board Policy GKC (LOCAL).
4. Failure to follow these procedures as outline in Board Policy GKC (LOCAL) may result in the parent or legal guardian being banned from the campus.
District Auxiliary Personnel (Maintenance, Warehouse, Child Nutrition, and Extended Day Academy Staff; Non-Instructional Technology Staff)

- Maintenance Emergency Inside or Outside the Building
  - Maintenance personnel will go directly to the site of the problem. Campus staff will notify the office staff that they are on site. After the issue is resolved, maintenance personnel will notify the office when they are leaving campus.

- Routine Maintenance Outside the Building
  - Maintenance personnel will NOT be required to notify the administrators or office staff that they are on site, unless they are working on the roof, and need access through the inside of the building. If so, they should use the procedure for routine maintenance inside the building.

- Routine Maintenance Inside the Building, other than the Kitchen, Extended Day Academy Staff, and Non-Instructional Technology Staff
  - Maintenance, Extended Day and Non-Instructional Technology personnel will report to the front office and sign in using a paper-based sign-in system (i.e. a clipboard). They will NOT be required to receive and wear a visitor badge.
  - Upon leaving the campus, they must stop by the front office to sign out.

- Warehouse Deliveries
  - Warehouse personnel delivering or picking up materials from the office area are not required to sign in.
  - If they will be going to other parts of the building, they should sign in using the paper-based sign-in system (i.e. a clipboard). They will NOT be required to receive and wear a visitor badge. Upon leaving campus, they must stop by the front office to sign out.

- Child Nutrition Staff, Maintenance in the Kitchen, and Deliveries to the Kitchen
  - Personnel only needing access to the kitchen area of the building, and not needing access to any other part of the building, do not need to go to the front office and sign in, and should enter the kitchen through the exterior door that provides direct access to the kitchen area.
  - If these personnel need access to other parts of the building, they must report to the front office and sign in using the paper-based sign-in system (i.e. a clipboard). They will NOT be required to receive and wear a visitor badge. Upon leaving campus, they must stop by the front office to sign out.

Vendors and Contractors

Vendors and contractors who will only be working outside the building or who do not need to go past the office area will NOT be required to sign in or wear a visitor badge. If the vendor or contractor must access any other parts of the building, they must be escorted by district personnel at all times, or they must scan their valid ID in the Positive Proof system and receive a visitor badge.

In case of an emergency inside or outside the building, vendors and contractors with administrator authorization may go directly to the site of the problem. District staff will notify
the office staff when they are on site. After the issue is resolved, personnel will notify the office when they are leaving campus.

**Substitutes and Part-time Temporary Employees**

Substitutes and part-time temporary employees who have completed criminal background checks and are wearing their district-issued HEB ISD ID badge are required to sign in using the Positive Proof system, but are not required to submit their driver’s license or other valid form of identification to enter a campus. Visitor badges for substitutes and part-time temporary employees will not contain a photo, but these visitors must be wearing their district-issued HEB ISD ID badge, which does contain their photo.

Upon leaving the campus, substitutes and part-time temporary employees must stop by the front office to sign out and turn in their visitor badge.

**Full-time Campus Staff and Student Teachers**

Full-time campus staff and student teachers are NOT required to sign in and out using the Positive Proof system each day they report to work. But, if they are leaving campus during the day, such as during their lunch or planning period, they must sign out when leaving campus, and sign back in when they return.

Campus staff and student teachers must also sign in and out using the Positive Proof system if they are reporting to campus late or leaving early, such as with an illness, appointment, or unexpected emergency.

**Large Events or Assemblies during the School Day**

If a large event or assembly, such as a school performance, ceremony, or field day, takes place during the school day, it will be up to the discretion of the campus administration to use the Positive Proof system or a paper-based sign-in system for visitor check-in. Whichever system is used, all visitors, except district employees, approved volunteers, and approved contractors and vendors wearing their HEB ISD district-issued ID badge, must provide a driver’s license or valid government-issued identification card with photograph to sign in and receive a visitor badge to wear while on campus.

In order to facilitate a quicker check-in for all visitors, campuses may set up separate check-in lines for district employees, approved volunteers, and approved contractors and vendors wearing their HEB ISD district-issued ID badge. These visitors are not required to provide a valid ID, but still must sign in and receive a visitor badge to wear while on campus.

Upon leaving the campus, all visitors must sign out and return their visitor badge.
FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is the Positive Proof Intercept Enterprise Visitor Management System?

   It is a web-based visitor management software system that enhances school security by reading a visitor’s driver’s license or other valid government-issues identification card, comparing information in a national sex offender databases, alerting campus administrators if a match is found, and then, assuming no match was made, printing a visitor badge that includes a photo.

   The Positive Proof system only checks sex offender databases and the list of campus-entered restricted persons. No background search is conducted, and no other criminal information is searched or provided, such as warrants, traffic tickets, felonies, etc.

2. Who must provide identification and scan their ID before being allowed to enter a campus past the front office?

   Any visitor who is NOT a district employee, district substitute, district-approved volunteer or district-approved contractor or vendor wearing their HEB ISD district-issued ID badge must provide identification and scan their ID before being allowed to enter a campus past the front office. These visitors with an exception have already completed a criminal background check with the District, and have been approved to have contact with students. These visitors ARE required to sign in and receive a visitor badge to wear while on campus, and sign out upon leaving campus.

   Visitors required to provide identification and scan their ID includes parents eating lunch with their child; parents attending field trips; police officers, firefighters, and other uniformed or similar governmental officials; Child Protective Services personnel; visiting students or student volunteers who are old enough to have a driver’s license or government-issued identification card; military personnel (they cannot place the badge on their uniform, so they will place the badge on a piece of paper and provide it when asked); contractors and vendors without district-issued ID badges.

   Student volunteers who are visiting campus, but are not old enough to have a driver’s license or government-issued identification card must present a Student ID from their school, but they are not required to be scanned in the Positive Proof system.

3. Does the District have the right to require visitors, even parents, to produce identification before entering the campus?

   Section 37.105 of the Texas Education Code reads as follows: “The board of trustees of a school district or its authorized representative may refuse to allow a person without legitimate business to enter on property under the board’s control and may eject any undesirable person from the property on the person’s refusal to leave peaceably on request. Identification may be required of any person on the property.”
As well, Section 38.022 of the Texas Education Code reads:

a) A school district may require a person who enters a district campus to display the person’s driver’s license or another form of identification containing the person’s photograph issued by a governmental entity.

b) A school may establish an electronic database for the purpose of storing information concerning visitors to the district campuses. Information stored in the electronic database may be used only for the purpose of school district security and may not be sold or otherwise disseminated to a third party for any purpose.

c) A school district may verify whether a visitor to a district campus is a sex offender registered with a computerized central database maintained by the Department of Public Safety as provided by Article 62.005, Code of Criminal Procedure, or any other database accessible by the district.

d) The board of trustees of a school district shall adopt a policy regarding the action to be taken by the administration of a school campus when a visitor is identified as a sex offender.

4. What Board policy governs how visitors gain access to a school?

Board policy GKC(LEGAL) and GKC(LOCAL)

5. What if a person refuses to show identification?

Contact a campus administrator immediately. Visitors without a valid form of identification will only be allowed access to the office area, unless approved by a campus administrator. The administrator can question the individual, explain the process to them, evaluate the purpose of the visit, and make a determination. The campus administrator may allow limited access or refuse access to the facility and/or student. If granted limited access, the visitor must be escorted by school district personnel at all times and limited solely to the area where the visitor needs to go.

6. What if a visitor doesn’t have a state-issued identification card?

State-issued identification cards are issued by the Texas Department of Public Safety (DPS), and can be obtained by visiting your local DPS office. The nearest DPS office is located at 624 Northeast Loop 820, Hurst, Texas, 76053. Their telephone number is 817-299-1426. There are also many other locations throughout the Metroplex. For more information on how to obtain a state-issued identification card, visit the Texas Department of Public Safety website at http://www.txdps.state.tx.us/.

7. What if a visitor is on the Registered Sex Offender list? What if the visitor is on the Registered Sex Offender list and is a parent there to see their child?

Board Policy GKC(LOCAL) reads as follows:

Registered sex offenders shall not be allowed to volunteer in the District’s schools. A person who is a registered sex offender shall not be allowed to visit District facilities. A parent who is a registered sex offender is limited in his or her campus access as provided below.
A parent who is a registered sex offender subject to a child safety zone may not enter any school campus or school athletic facility at any time.

A parent who is a registered sex offender and whose parental rights have been terminated may not enter any school campus.

A parent who is a registered sex offender but is no longer under supervision and whose parental rights have not been terminated may receive educational, academic, and school activity information from teachers, counselors, and/or administrators; access their children’s educational records, as permitted by law; attend school functions; and meet with their children’s teachers and campus administrators as reasonably necessary.

However, visits shall be scheduled in advance through the principal’s office. Access beyond the front office shall not be allowed at any time without an escort.

A parent who is a registered sex offender and who is currently under supervision (probation, parole, or community supervision) is restricted pursuant to the terms of his or her supervision and is not allowed to attend school functions, after-school events, or school-sponsored events, or enter any school facility. A parent may meet with his or her children’s teachers and campus administrators as reasonably necessary, after regular class hours.

A child may not be released or allowed to talk to a registered sex offender who is not the parent or guardian of the child. No parent can give permission for a non-parent or guardian registered sex offender to take another parent’s child off campus.

Individuals who believe they have been mistakenly identified as registered sex offenders or who believe that they do not pose a threat to students that warrants restrictions from campus may request relief pursuant to GF(LOCAL).

8. **If a “MATCH” comes back indicating that the person just scanned is a sexual predator or offender, do I have reason to fear?**

No. Many sexual predators/offenders are going to be relatives of one or more of your students. And, as the title suggests, if there is a danger, it is to a child – not an adult.

Normal caution should always be followed and paying attention to the individual’s demeanor, body language and verbal cues is, as with any situation, the key to your personal safety. If in doubt, the receptionist should always summon help immediately.

Remain calm and ask the person to take a seat, as his/her request to enter campus is under review and must be approved by a campus administrator. Do not go into detail or give further explanation, and wait for the campus administrator to handle the situation.