

CAMPUS PROCESS

In cases where sex offender status of a visitor cannot be determined from the information/pictures provided by V-Soft, the authorized campus staff member may:

1. Check the following website for a Texas match:
<http://records.txdps.state.tx.us/SexOffenderRegistry>.

If there is a match, the authorized staff member will retrieve a history/risk level by clicking on the name.

2. In cases where there is not an available Texas record or picture, the authorized staff member shall call V-Soft for help determining if there is an existing match to the out-of-state record. V-Soft: 713-880-8902 or 877-772-7867.
3. The authorized campus staff member can also check the District's student management system for name matches of students' parents.
Example: John P. Smith gets a hit. Parents' driver's license says John Paul Smith and the record is under John Patrick Smith.

PARENTS/LEGAL
GUARDIANS

In the event an identified parent or legal guardian of a student is listed on the database, he/she can still be granted *limited* access to the campus while being escorted by school district personnel. The campus administrator will decide when and where this person can go and who will supervise his/her visit.

- The registered sex offenders will not be permitted to mingle with students or walk through the school unescorted.
- Registered Sex Offenders who require a teacher conference shall do so when other children are not in class and separated from the student population.

Once the background and risk level of the visitor have been ascertained, the campus administrator may:

- Deny entry
- Regulate access to building/students
- Keep visitor under supervision

POSITIVE HIT

Documentation on each positive hit and a description of how the situation was handled and by whom shall be maintained by the authorized campus staff member. All records must be kept in a secured area for future reference. Should any type of threat to the safety of the campus arise, the SRO or appropriate police department shall be contacted. Any concerns should be directed to the Student Services Department.