



Holy Spirit
EPISCOPAL SCHOOL

Raptor System

Dear Parents,

Holy Spirit Episcopal School is pleased to announce that we have begun using The Raptor Visitor Management System as a part of our goal to enhance school safety. This technology will help us screen and store visitor data, allow staff to clearly identify guests and help protect our children and staff from unwelcomed visitors. As a digital safety solution, the Raptor System will change the way visitors sign in and out when visiting our campus.

Beginning Tuesday, January 16, 2018, all parents, visitors, contractors, and guests who wish to enter the school campus (through the Main Office or CEC Office), during school hours, will be required to present a valid government-issued photo I.D. Our new management system will scan the I.D. and print a visitor's badge with a picture, as well as the time, date, and destination of their visit. It will provide office staff with alerts on people who may jeopardize the safety of our school and will check the sexual predator database to ensure that known predators are not approved to enter our campus.

Once a valid government-issued I.D. is scanned, information will be stored in the system which will allow for quick and easy check-in upon future visits. Frequent parent volunteers or members of school-affiliated organizations (ex: Board of Directors, PTO, etc.) should use school-issued, plastic name badges in place of a Raptor sticker badge. Admittance of visitors without a government-issued photo I.D. will be determined by administration.

This new system does not replace our process of performing background checks. Volunteers and other visitors who meet the requirements will still be required to complete the Safeguarding God's Children certification course and pass a criminal background check.

The safety of our students is our highest priority and the Raptor Visitor Management System will help HSES build on our current security protocol to keep our campus protected from potential dangers. We appreciate your cooperation and patience with this new initiative.

Sincerely,

Michelle Symonds, M.Ed.
Head of School