



January 12, 2024

Dear RCS Elementary Parents and Families,

Earlier this fall the Board of Education approved the expansion of our visitor management protocols to all of our elementary schools. We have been working towards enhancing our visitor screening and management protocols for the past two years in support of our continued efforts to ensure safety and security in our schools.

Our secondary buildings (RHS, 9GA and RMS) have been utilizing an electronic visitor screening system since the fall of 2022 and we have learned a lot from that implementation. After year one of the implementation we made the decision to switch to the Raptor Visitor Management program and that has proven to be very effective. In addition to screening and logging all visitors, the system allows us to generate reports on all visitor traffic in our schools as necessary.

Our elementary implementation is ready to be officially activated at all schools. We have taken time over the past several weeks to acquire the necessary equipment, install the equipment and train staff on its use. Effective **Tuesday, January 16th** we will begin a soft rollout of the new visitor screening procedures for staff, parents and visitors to get familiar with the system. All visitors will be required to provide a driver's license or State of Michigan ID card.

The visitor's identification will be screened through the Raptor System. It is important to note that the system does not conduct a criminal background check but does screen against the Sex Offenders Registry. Once cleared, all visitors receive a personalized badge (sticker) with their digital photo and information on the purpose for being in the building. This visitor badge must be worn at all times and all visitors are directed to check out upon leaving the facility and discard their badge. Individuals with designated school district identification badges will bypass the screening process.

We will continue integration over the next month and as of Wednesday, February 21, 2024, individuals without proper identification will not be allowed beyond the school office.

Thank you for your commitment to our school district and for serving as a partner in your student's education.

Go Bulldogs!

Dr. Todd R. Robinson, Superintendent

**OFFICE OF THE SUPERINTENDENT**

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