

Dear Parent/Guardian:

Vista Verde K-8 School is pleased to announce that IUSD will begin using the **Raptor Visitor/Volunteer Management System in all of our schools** to build on the district's program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our building at all times. Raptor allows us to do that. Raptor will better allow us to track visitors and volunteers in our schools and provide us with a safer environment for students and staff.

The next time you visit school, you will be asked to present a valid state issued ID (i.e. driver's license), which will be scanned into the system. Raptor scans the visitor's name, date of birth, and photo for comparison with the county, state, and national database of registered sex offenders. The information you provide is confidential and is only used for this safety screening.

Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

This will replace our current visitor/volunteer system. We understand that many of our volunteers have already completed the volunteer application this year. There will be one additional online form for volunteers to fill out. You can access the form at this link: <http://iusd.org/volunteer.html>. We apologize for the redundancy, but the new form is necessary as we migrate to a new system.

The safety of our students is our highest priority and the Raptor Visitor Management System provides a consistent way to aid in identifying anyone who may present a danger to our students.

More information is available below in our **Frequently Asked Questions**. We thank you in advance for your cooperation in our efforts to ensure the security of our students and staff. If you have any questions or would like to learn even more about the visitor and volunteer process, please visit the IUSD volunteer website link at <http://iusd.org/volunteer.html> or contact the school office at 949-936-6350.

Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

Sincerely,

Jerry Vlasic

Principal

Visitor/Volunteer FAQs

What is the volunteer screening?

The volunteer screening checks for offenses against the county, state, and national sex offender's registry.

Has IUSD always checked volunteers against the sex offender's registry?

Yes.

Who needs to be screened against the sex offender's registry?

Any visitor or volunteer who travels beyond the front office along with anyone who signs out a student from school outside of the regular dismissal time.

Do I have to check in with a front office staff member every time I arrive to volunteer?

No, the first time you visit the school site you will be required to provide photo identification to a staff member for the screening process. After the first visit, you can sign yourself in and out using the self service kiosk.

Do I have to sign in at the self-service kiosk in the front office every time I arrive to volunteer?

Yes, Raptor will be used to track your volunteer hours for the PTA.

What happens if I forget to sign out?

All volunteers will automatically be signed out at the end of the day. You will have to login to your volunteer portal in order to adjust your hours.

What is the volunteer portal?

The volunteer portal is where all IUSD approved volunteers can sign up to volunteer, communicate with other volunteers, and track their hours.

Can I manually add hours using the volunteer portal?

Yes.

How long does the signing in take?

Signing in at the self-service kiosk takes approximately 15 seconds.

What forms of ID are acceptable?

State issued driver's license, state issued identification cards, or a US passport card (not a passport booklet) are all acceptable forms of ID.

Will parents that used the paper form at the beginning of the year need to reapply to be a volunteer with the new system?

Yes.

How often do I have to reapply to volunteer?

Volunteers will be required to apply at the start of every school year.

What is IUSD doing with the application information?

The information is shared with the PTA to match parents with volunteer opportunities relevant to their interests.

What information is shared with the PTA?

Volunteer interests and volunteer hours are shared with the PTA.