



Muncie Community Schools

2500 North Elgin · Muncie, IN 47303

Phone: (765) 747-5211

October 10, 2019

Dear Parent/Guardian:

Muncie Community Schools is pleased to announce that we will begin using the Raptor Visitor Management System* in all of our schools to strengthen our program of campus safety for students and staff. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor System will allow us to do that. The Raptor System will check to ensure that registered sexual offenders will not enter our school campuses and will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff. Our goal is to keep a balance of being a welcoming school district as well as maintaining the safety of our students and staff.

Beginning October 21, 2019, every visitor who enters a front lobby or welcome area will be greeted by our staff. Visitors will then be asked to present a state or federal ID, such as a Driver's License, that will be scanned into the Raptor System. Once the visitor has been approved, the office staff will enter the reason, destination of the visit and the Raptor System will print a Photo ID visitor badge. If for any reason a parent or guardian does not have a U.S. government-issued ID, the staff member can use any form of ID and manually enter the person's name into the Raptor System.

Once the manual entry has been cleared through the Raptor System, a staff member will print a Photo ID visitor badge and escort visitors to their destination. A Photo ID visitor badge is not required for those who visit our schools to drop off an item or pick-up paperwork at the front desk. Further, they may drop off their item(s) or remain at the security/waiting area until their student is available. *Please be aware that current practices established in each building will remain in effect.*

The safety of our students is our highest priority. The Raptor Visitor Management System will provide us with a consistent process of knowing who is in our buildings at all times as well as a tool to identify those individuals who may present a danger to our students and staff.

Thank you in advance for your cooperation and support towards enhancing school safety protocols in our district. Should you have any questions or concerns, please feel free to contact the MCS Administration Building at (765) 747-5211.

Sincerely,

Charles Reynolds, Ed.D.
Associate Superintendent
Muncie Community Schools

*The Raptor Visitor Management System will check the visitor's Name and Date of Birth for comparison with a National Database of Registered Sex Offenders. The Registered Sex Offender Database is the only official database checked by the Raptor System. No other data from the ID will be gathered or recorded and the information will not be shared with any outside agency.