



Dear Parent/Guardian:

As part of being awarded School Safety Grant funds from the federal government, the Holy Hill Area School District is pleased to announce that we will begin a more formal visitor management process in all our schools to strengthen the district's program of school safety for students and faculty. Part of keeping students and faculty safe is knowing precisely who is in our buildings at all times, and this formal process will allow us to do that. The process will help us track visitors, contractors, and volunteers in our schools more closely and provide us with a safer environment for our students and staff.

Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be checked against a national sex offender database to ensure that registered sexual offenders are not entering our buildings. We will only record the visitor's name, date of birth, and photo for comparison with the national database. We will not share any information on the ID with any other agency or authority. This is not a full background check or a credit check. The Raptor system also gives us the capability to record additional information such as court orders. An example is a court order that states a parent may visit their child, but not remove them from the building. This identification check and search is done the first time you enter one of our schools.

Once entry is approved, we will issue a badge that identifies the visitor, the date, and the purpose of the visit. Children who do not have a valid ID may be allowed to visit as long as they are accompanied by an adult who has completed the check-in process and been issued a badge. Substitute teachers, regular volunteers, and all contractors or subcontractors will be subject to the same procedure as visitors at all times. If identity cannot be verified through an acceptable form of identification, they may still be given access to the building, but will be escorted at all times by a school staff member, or may be denied access to the building.

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. Attendees at designated schoolwide, grade-level, or after-hours events such as performances, ceremonies, or academic/athletic competitions will not be required to complete the process. In conjunction with the implementation of the Raptor visitor system, Friess Lake Elementary has been updated with two sets of locking doors and a pass-thru window in the vestibule area as part of our safety grant.

The office staff will begin practicing this visitor management process immediately and will provide gentle reminders to visitors about the timeline and necessity of presenting a state-issued ID in order to gain access to the buildings. This safety measure will officially commence on April 1st, the day students and staff return to school following spring break. If you have any questions for district personnel regarding this new procedure, please contact Principal Ryley Laird at Friess Lake Elementary, 262-628-2380, or Principal Jeff Carron at Richfield Middle School, 262-628-1032.

The safety of our students is our highest priority, and our new visitor management process will help us ensure that people who may present a danger to our students are kept away from them. Thank you in advance for your understanding and support of enhancing school safety protocols in our district.

Sincerely,

Tara Villalobos  
District Administrator  
Holy Hill Area School District