



# Our Lady of Lourdes Catholic School

*"Our Lady of Lourdes School exists as a ministry of the Catholic Church to proclaim the Gospel message. Recognizing that each person is a unique creation of God, we endeavor to provide a strong spiritual, academic, and emotional foundation enabling students to realize their full potential."*

October 4, 2018

Dear Parent/Guardian:

Because the safety of our students is our highest priority, the Diocese of Orlando is pleased to announce that we will begin using the Raptor Visitor Management System in all of our schools beginning Monday, October 8th. The Raptor system screens visitors prior to providing access to our schools, allowing school personnel to know who is in their buildings at all times, thus providing for a safer environment for our students and staff. The new system will replace all existing visitor management systems currently in place at our schools.

With the new arrangement, all visitors wishing to gain access to the school buildings will be required to go through a one-time registration process in the Raptor system.

Upon entering the school building, you will be asked to present a U.S. or Florida government-issued ID that includes a photo, such as a driver's license, which will be either scanned or manually entered into the system. If for any reason you do not have such ID, a school staff member can use any form of identification and manually enter your name into the Raptor system. Presenting an ID is only necessary for the first visit to the school. After the initial ID scan, you can be scanned or verified by providing your last name. This protocol applies to all parents/guardians, volunteers, visitors, vendors, and others who seek access to school property.

The Raptor system runs pertinent information -- name, date of birth, partial ID number, and picture -- against the national database of registered sex offenders prior to issuing a visitor's badge. The system does not save a copy of the ID, share information with any outside agency, and does not store any other data from the ID other than that previously mentioned.

Because the system is being used diocesan wide, once you register at one school, you can sign in, using your last name, at any other Catholic school in the Diocese of Orlando. This feature is especially helpful to parents with children at more than one school, such as an elementary and high school.

Each time entry is approved, Raptor will issue you a badge that identifies you as a visitor, as well as the date and the purpose of your visit. The badge must be worn at all times while on property. After your visit is complete, you are asked to sign out and return your badge, which will be properly destroyed. A visitor's badge will not be necessary if you are simply dropping off or picking up an item or material in the school office.

Thank you in advance for your understanding and your support in enhancing the school safety protocols.

In God's Love,  
Donna Witherspoon

