



Connor Academy

1295 Alpine Avenue • Chubbuck • Idaho • 83202 • 208.232.1447

Dear Academy Parents and Staff,

Connor Academy is pleased to announce that we will begin using a new system for volunteer and visitor sign in/out, called the *Raptor Visitor Management System (RVMS)*. It will help build on campus security by better allowing us to track visitors and volunteers in our school to provide us with a safer environment for our students and staff.

The old volunteer and visitor sign/out sheets will no longer be available, unless it is before or after office hours.

FIRST TIME SET UP

- **When you arrive:** enter through the front office, and present a valid state-issued ID to the receptionist at the desk.
 - The ID will be scanned and the *RVMS* will immediately check the national sex offender database, as well as the school's personal database.
 - *RVMS* only scans the name, date of birth, and photo. Additional data is not gathered, nor is the system connected to other systems such as the Department of Motor Vehicles. Therefore, any other information on the ID is not accessible to any of the users.
 - This first-time set up will only take a few minutes. Please arrive about five minutes prior to your scheduled volunteer time.
 - You can also drop by any time between 7:45 and 3:00 if you would like to get set up prior to your scheduled volunteer time.
 - This *RVMS* check will be good until your driver's license expires. At that time, we will need to enter you into the system again.
- **Once you are signed in:** a badge with a barcode will be printed for you.
 - If you do not wish to wear printed badge, please wear one of the blue volunteer/visitor lanyard badges to signify that you have signed in.
- **REMEMBER TO SIGN OUT:** Simply scan the barcode with our scanner, and it will automatically sign you out.
 - The printed badge is no longer needed at that point, and can be discarded.
 - You can also sign out on the kiosk laptop itself if the badge is lost or ruined.
 - Everyone is automatically signed out at 3:00 pm. If you are volunteering past that time, the old volunteer sign in/out system will be available for you to use, and we will make any adjustments needed to your time.
- **After the first time set up:** you can sign yourself in and out at our kiosk laptop in the front office.
 - The kiosk only requires your first and last name as it is on your license. You do **not** need a password or username.
 - **You only need your driver's license the first time you set up, or if your *RVMS* check has expired.**

MISC. INFORMATION

- **Without a driver's license:** you can still volunteer, but you won't be able to use the kiosk, and will have to go through the front office to sign in until a valid driver's license is scanned.
- **Before or after school:** The old sign in/out sheet will be available if there is no one at the reception desk, and if the kiosk laptop is not powered on.
- **Field Trips:** If you plan on driving, you will need to be entered into the raptor system, as well as making sure we have the following on file:
 - The school-issued background check.
 - This check is more extensive than the raptor check, and is good for two years.
 - A photocopy of a valid driver's license.
 - A photocopy of current car insurance.

VIRTUAL VOLUNTEER (OPTIONAL)

- Virtual Volunteer is an online service provided by *RVMS*. When you are first entered in as a volunteer, we will ask for your email address. You should then receive an email with login information to sign in to Virtual Volunteer if you wish.
- Virtual Volunteer does the following:
 - Allows you to track of all the volunteer hours you have submitted with this program.
 - Allows you to input off-campus volunteer time.
 - Shows upcoming volunteer events.
 - You can also sign up for these events with this service. This allows event coordinators to view how many volunteers have signed up for the event, and how many are still needed.

TO LEARN MORE

- Please visit the *RVMS* website at www.raptortech.com. If you have any questions for the school, please contact the front office at 208-232-1447.

The safety of our students is our highest priority and *RVMS* provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our school.