



Dear Ella Families,

Welcome to the 2019-2020 school year. We would like to remind you of a few important school procedures and expectations. Students may arrive on campus **no earlier than 7:30 a.m.** Students will need to enter Ella School through the main office doors, down the C building hallway, and directly to the cafeteria for breakfast. Breakfast service will begin at 7:30 a.m. This will be the only entrance onto campus in the morning; all other gates and doors will be locked. Any parents who wish to accompany their child/children on campus will need to sign-in at the main office using our Raptor System.

Ella Elementary School will continue to use the Raptor Visitor Management System to meet our goal of campus safety for students and faculty. 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 allows us to screen visitors, contractors, and volunteers in our school and provide us with a safer environment for our students and staff.

Upon entering Ella's main office, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor System. The Raptor System will check to ensure that registered sexual offenders are not entering our school campus without our knowledge. The Raptor System checks 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 is gathered or recorded and the information is not shared with any outside agency. 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.

The safety of our students is our highest priority and the Raptor Visitor Management System allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols at Ella Elementary.

Sincerely,

Mrs. McAdam  
Ella Elementary Principal