



## Richards R-V School District

Enable All Students to Become Responsible, Productive Citizens in a Changing World

### Contacts

Mr. Jerry Premer  
Executive Administrator

Dr. Melonie Bunn  
Superintendent

Mr. Cody Swearengin  
Principal

Mrs. Jennifer James  
Bookkeeper

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### Board of Education

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Member

Dear Parents, Guardians, and Community Members,

To continue prioritizing the safety and security of our students and staff, Richards School will be implementing a new visitor management system effective **February 27th, 2026**.

All visitors will be required to check in at the front office upon arrival using our iPad kiosk, located in the vestibule. Once verified, the system will print a visitor badge that includes the visitor's name, date, time of entry, reason for visit, and photograph.

The badge must be worn visibly at all times while on campus. Prior to leaving the campus, we ask that all visitors return to the iPad kiosk to scan the barcode on their printed badge to successfully check them out of the building.

This process allows us to accurately monitor who is in the building during school hours and enhances our ability to maintain a safe learning environment for everyone. All information collected is securely stored and used solely for school safety purposes.

We appreciate your cooperation and understanding as we implement this important safety measure. If you have any questions regarding the new visitor procedures, please do not hesitate to contact the school resource officer.

Thank you for your continued support in keeping Richards School a safe and secure place for our students and staff.

Sincerely,

Jonathan Stander  
School Resource Officer  
Richards R-V School District