THE LOBBY GUARD MESSAGE:

On Monday, May 23rd our school will be implementing new revisions to the visitor sign-in process. The new procedures are intended to enhance our ability to provide a safe and secure environment for our students and staff.

Starting on Monday, all visitors will be required to present their driver’s license or other form of identification as part of the visitor sign-in process. Your driver’s license or other identification information will be used to validate student guardianship and other student contact information and to prevent unauthorized individual from gaining access to students or to information regarding students.

Visitors will be required to stop at the visitor sign-in area and present their driver’s license or other form of ID. This information will be scanned or entered into our Lobby Guard data system and checked against our parent guardianship records and the national sex offender registry before assigning the visitors a badge to proceed with their business. Upon completing their business, visitor will be asked to return to the security station to sign out of the building.

Any visitor who encounters difficulty receiving a visitor badge as a result of the new procedure will be referred to the building principal or his/her designee.

We understand that this new procedure may take some getting used to. However, we believe that the minor inconvenience that it may cause does not compare with the benefit of being able to insure the safety and security of our students and staff. Should you have any questions regarding this new visitor sign-in process, please feel free to contact me.

Thank you in advance for your continued cooperation on behalf of our students and staff.