



Dear Parents & Guardians,

The purpose of this letter is to inform you that the Greencastle-Antrim School District is in the process of implementing School Gate Guardian, a new computerized visitor management system. The following will outline, and hopefully answer any questions you may have concerning the new system. We believe the implementation of this new technology will benefit you, your child, and the district in many ways. We hope that you will take full advantage of the many convenient features the system has to offer. Please read the following information carefully, and if you have any questions feel free to contact your child's school building office.

The new system is a computerized security program that offers many features to protect your child from outside threats. The basic functions of the system are as follows. First, any visitor entering one of our district school buildings will be required to provide a state issued photo ID. The primary and elementary schools are equipped with the School Gate Guardian Kiosk option, thus allowing you to scan your own ID. The middle and high schools, however, do not have the kiosk option. Therefore, you must present your photo ID to a member of the office staff for check-in. The system instantly captures the name, photo, and the birth date of the visitor. Almost immediately, the system compares the identity of the visitor with the national sex offender registry. If a positive match occurs, district personnel will be immediately and discreetly alerted. To prevent false positives the system has the ability to compare a photograph of the actual registered sex offender to the visitor.

Ultimately, the system will print a time-expiring visitor label that we ask you to wear during your visit to our school. As you leave our facility please pass through the main office to return your badge, so we can scan you out of the system.

School Gate Guardian will serve as a means to document tardy arrivals, as well as student pickups. The School Gate Guardian system will maintain an approved pickup list, to ensure students are leaving with the appropriate guardians.

To assist in the School Gate Guardian registration process, Technology Staff will be available during each building's open house. We recommend taking the extra time to register during open house to ease the transition to this new system prior to the first day of school.

Thank you in advance for your cooperation and your participation as we continue to keep safety and security a priority.

Sincerely,

Dr. Kendra Trail  
Superintendent of Schools

Dwight Bard  
Director of Technology