



Dear Parents and Patrons:

Great Bridge High School will be implementing a new management system called "Lobby Guard". Using Lobby Guard will change our security policy and procedures. For information on the kiosk itself, please visit www.lobbyguard.com)

This kiosk will be located in the front lobby and will take the place of our sign-in and sign-out log. Lobby Guard is being tested as a key component in our school's safety and security procedure. As we strive to maintain a more secure learning environment for our staff and students, it is our hope that you will welcome this change.

Lobby Guard will improve our safety and security procedures as follows:

- Self-service kiosk helps front desk staff manage traffic more efficiently
- Instant Visitor Badge printing for all visitors with a photo of the visitor
- Instant screening for sex offenders and other unwanted visitors
- Maintains volunteer time and attendance
- Custody issue management
- Visual deterrent against crime
- Maintains a local database of visitors

When you come to visit, please sign in to Lobby Guard. You will be asked for a photo ID, so please have one available at that time. All data will be considered confidential and maintained locally at our school.

We anticipate the use of Lobby Guard on a limited basis (during our low volume visitor times). We will increase the use as people get familiar with the system. Frequent visitors will be given the opportunity to purchase a Lobby Guard key tag, which will keep visitors from having to scan and manually punch in information each time they visit us. If a key tag is purchased this year for \$3.00, it will also be valid for next year if you have a student enrolled in our building.

If you have any questions, our office staff will be happy to assist you.

Sincerely,

Sheli Porter
Principal