



Dear Parent/Guardian:

Arsenal Technical High School is pleased to announce that we will begin a more formal visitor management process on our schools to increase campus safety for students and faculty. Part of keeping students and faculty safe is knowing precisely who is in our buildings at all times, and this formal process will allow us to do that. The process will help us track visitors, contractors, and volunteers in our schools more closely and provide us with a safer environment for our students and staff.

Upon entering our campus, visitors will be asked to present a valid state-issued ID, which will be checked against a national sex offender database to ensure that registered sexual offenders are not entering our buildings. We will only record the visitor's name, date of birth and photo for comparison with the national database. We will not share any information on the ID with any other agency or authority.

Once entry is approved, we will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Children who do not have a valid ID may be allowed to visit as long as they are accompanied by an adult who has completed the check-in process and been issued a badge. Substitute teachers, regular volunteers, and all contractors or subcontractors will be subject to the same procedure as visitors at all times. If identity cannot be verified through an acceptable form of identification, access to the campus will not be allowed.

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. In the event that a person does not have valid identification, he/she may still be given access to the building, but will be escorted at all times by a school staff member.

The visitor management process will only be used during school hours. Attendees at after-hours events such as performances, ceremonies, or academic/athletic competitions will not be required to complete the process.

If you have any questions for district personnel regarding this new procedure, please contact me, Principal Franklin at 317-693-5300.

The safety of our students is our highest priority, and our new visitor management process will help us ensure that people who may present a danger to our students are kept away from them. Thank you in advance for your understanding and support of enhancing school safety protocols on our campus.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Franklin", is written over a horizontal line.