



Castle Park Middle School

"WE ARE KNIGHTS! WE ARE COLLEGE BOUND!"

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Dear Parents and Guardians:

After the fall recess, individuals who visit Castle Park Middle School will be required to be screened by new, Internet-based screening software developed by Raptor Technologies. Previously, visitors were asked to visit the main office, sign in, and take a generic visitor's badge or sticker upon entering Castle Park Middle School. Using the new technology, visitors will continue to be directed to the main office upon entry, but will now be asked to present government-issued identification, such as a driver's license or identification card. The ID will be passed through a scanner, which provides the main office with the name and birth date of the visitor. In just a few seconds, a visitor's badge can be printed with a name, photo, date, time and destination or purpose for the visit.

The visitor's information will also be screened through the database. An alert will generate if the visitor's name appears on any of the 48 different state sex-offender registries. If this is the case, an alert is sent to the school administration and the School Resource Officer. Please note that this system does not screen for general criminal records or immigration status.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item, pick up paperwork, or attend a scheduled student performance. All visitors who enter the school with the intention of traveling beyond the main office, or staying for a meeting, etc. will be issued a badge and screened. In addition, anyone who signs out a student from school outside of the regular dismissal time will also be screened. Essentially, building sign in procedures will remain the same, but will now be more consistent across all school buildings, and enhanced by the additional security of the technology.

In the event that a person does not have identification, he/she can still be given access to the building. An administrator or designee will meet with the person and ask a series of questions related to the pupil in question. If the person wishing to enter the building is able to answer the questions, they will be given access to the building to meet with the student. If needed, a designated school staff member will escort the person to an area to meet with the student. As the system is initially implemented, no one will be turned away if they do not have proper identification.

The District will be refining this new sign-in procedure this school year, and we will make adjustments as needed. Your patience is appreciated while we do all that we can to make our buildings welcoming places for our community, while maintaining a safe and secure environment for our students. If you have questions about the sign-in procedures at your school, please contact the administration. Your support of our new security feature is appreciated as it will help us all distinguish employees and authorized guests and help maintain a safe and orderly learning environment.

Sincerely yours,

Gina Galvez-Mallari
Principal