

SECURITY: VISITORS TO SCHOOL BUILDINGS

In order to properly provide for the safety of students and employees, the following procedures are to be followed in all school buildings.

1. All doors shall remain locked during school hours. Security equipment must be installed in all school buildings.
2. All visitors in the school must report immediately to the main office and sign in, indicating their purpose for being in the building. Each visitor must provide a picture ID and will receive a pass that must be visibly displayed while conducting the visit. Posted at the entrance to each building will be clear, visible signs indicating the responsibility of visitors during their stay. The pass must be turned in upon leaving the building, and the visitor must sign out.
3. The principal (or designee) may deny access to any individual not directly employed in the operation of the school who does not have a valid reason for being on school property.
4. All volunteers are held to the CORI requirements policy and must conform to the Security: Visitors to School Building policy.

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