

*Visitors Entering District School Buildings*

All visitors seeking entrance to the school buildings during the school day will be required to go to the designated building entrance door, push an intercom button, state their name and purpose of their visit to gain entry into the building. District personnel will check visually and verbally prior to granting the visitor access. If the visitor does not have a legitimate purpose to enter the building, then the visitor will be denied access. If the visitor is given entry, then District personnel will ask the visitor to present photo identification unless the visitor has photo identification on file already. If District personnel are unable to verify the identity of a visitor, they shall request review by a building administrator. Once inside the school building, all visitors must check in and sign in at the visitor's desk or office desk to receive a visitor's badge or other form of temporary school-issued identification, such as a sticker ("school-issued identification"). Their school-issued identification must be worn at all times while in the school building. The visitor will return the visitor's badge, if one was issued, to the visitor's desk and sign out prior to exiting the school building.

All staff members shall be responsible for requiring a visitor to display their school-issued identification. In cases when a visitor is not in possession of a visitor's badge/school-issued identification, staff members will notify the principal's office. District personnel will then follow procedures for possible intruder alert.

Individuals who seek entry to or enter a school building for unauthorized reasons or fail to follow the District's building access and guest/visitor management procedures may be prevented from entering the school building, or, if entry has already been established, may be required to immediately leave. Violations of this Policy may lead to restrictions on the individual's ability to return to the school building, and law enforcement may be notified, as determined by the Superintendent or designee, based upon the circumstances.