

**Regulation**

---

BUILDING ACCESS

The school district is committed to the safety and security of the students and staff of the district. The following procedures shall be applied during school hours:

- A. All students and visitors shall enter the school through one (or two) clearly marked main entrance. Visible signage shall be maintained on campus and on all school doors directing visitors to the main entrance door. All other entrances to the school shall be locked from the outside at all times.
- B. Student arrival and dismissal from school shall be supervised in accordance with board policy 5142 Student Safety. The main entrance may remain open from \_\_\_\_\_ to \_\_\_\_\_ for arrival and \_\_\_\_\_ to \_\_\_\_\_ for dismissal.
- C. The main exterior door shall be locked and under buzzer control at all times with the exception of arrival and dismissal as stated above.
- D. The main exterior door shall be buzzer controlled with a camera and intercom, thereby requiring late arriving students, staff, as well as all visitors to be buzzed in the main entrance only.
- E. Controls for the door buzzers and intercom shall be located in the main office at the desk of each secretary (if possible). The secretaries shall be trained on the proper procedures for allowing access.
- F. All visitors shall sign-in and sign-out at the main office including the name of the visitor, purpose of the visit, time in and time out.
- G. All visitors shall be escorted by available school staff to the designated location of the visit.
- H. Custodial entrances and delivery doors shall be secured during and after school hours. Custodial personnel shall keep a log of deliveries to include the name of the vendor company, name of the delivery person, license plate of vehicle, date and time of arrival and departure, and associated information.
- I. All school doors shall be closed and secured from the outside while cleaning personnel and after-hours staff work inside the building during evening and night hours.
- J. All school staff, including support personnel, shall be trained regarding office sign-in procedures and direct and/or escort visitors to the main office to sign-in. Staff shall be trained to greet and challenge strangers.
- K. Staff shall report strangers to the office if they do not feel safe in approaching someone they believe to be an intruder.
- L. Students shall be trained not to open doors to visitors, strangers, other students, or even adults they may know.
- M. The district shall notify parents/guardians about access control strategies and rules, including the importance of them following the rules.
- N. A routine maintenance and timely repair program shall be instated for the doors, buzzers and intercoms.
- O. Proximity cards for school staff with card readers may be installed on the most commonly used doors such as teachers' parking lot entrances, main entrance, doors used for recess/playground activities, doors used for physical education class activities, etc.
- P. Whenever possible, magnetic locks shall be installed on doors so they close more easily.
- Q. Surveillance cameras to monitor and record entrance points may be installed.