

4040R SCHOOL DISTRICT SECURITY PROCEDURES

1. All district employees shall wear a pictured identification badge during their normal workday while on or in school district property. The badge will indicate the first initial and last name of the employee and the school or building assigned to. The badge must be visible.
2. When an employee changes his/her work site, a new identification badge will be issued.
3. An employee working less than a full year will leave his/her ID badge at their work site at the end of their contract year.
4. Students will be released from school during the day only through the office.
5. All senior high students shall carry a student ID card and present it when requested.
6. Middle and senior high students in the hallways during the time classes are in session shall carry a pass and present it when requested.
7. A senior high student who cannot produce an ID card should be escorted to the office. If he/she refuses to cooperate, he/she will be reported immediately to the principal or assistant principal.
8. Parent and community volunteers will be issued a volunteer badge which must be worn and visible.
9. All visitors during the school day will report to the office and request a visitor badge. The principal/designee will approve or deny the request. If approved, a visitor badge will be issued and required to be worn and visible. A standard district notice of this requirement will be posted at all entrances. The exception to this requirement is when a school program is held during the day and parents are in attendance.
10. All staff are expected to welcome any unidentified person and direct him/her to the office.
11. A visitor who refuses to comply with the security procedures will be asked to leave. If that request is refused, the police will be notified.
12. All schools will have designated entrances. The remaining exterior doors will be locked and exit only during the school day.
13. Each site shall have a crisis management plan in place. The plan shall contain standard procedures for emergencies as determined by the district. The plan shall be reviewed and updated each fall.
14. All employees of companies and contractors doing work on school district property while school is in session will wear a school district issued identification badge

Adopted: 12-15-1998 ISD 709