

Barre Town Supervisory District Policy Manual

TITLE: Identification Procedures (Visitors to School) CODE: KIA

Visitors

Standard

The school staff is to provide suitable control of visitors to the school. All visitors to the school are to register at the principals' office.

Procedures

In order to assure that visitors have a legitimate reason for being in the school building, the following controls will be instituted:

1. Each visitor will report to the principals' office, register, and be issued a name tag which will be indicative of his/her clearance to visit the school.
2. All staff are expected to question anyone who does not have a name tag and direct him/her to the principals' office.
3. Visitors will return to the principals' office after their visit and sign out.
4. Regular visitors, e.g., volunteer aides, will be issued special name tags and need not sign in or out during their regularly scheduled service times.
5. Contracted service personnel in attendance at school on a regular basis will not be required to sign in or to have name tags. However, contracted services personnel coming to the school on a sporadic basis must sign in and must have name tags.
6. Signs at the front entrance will direct all visitors to register in the principals' office.
7. A visitors' registration book will be maintained by the secretaries indicating visitors' names, dates of visits, purposes of visits, times in ,and times out.
8. Preschool parents are issued special name tags and will sign up in the preschool room.

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1st Reading for revision: 2/16/00, 2/17/2007

2nd/Final Reading for revision: 3/8/00 , 2/21/2007

Legal Reference(s):

Cross References: