



ANCILLAE
ASSUMPTA
ACADEMY

Campus Safety and Security Policy

School buildings are secured to promote the safety and security of our entire community. To protect the safety and security of everyone on our campus and grounds, the Academy has video surveillance throughout the campus and has established access and visitor protocols which every employee is expected to obey and enforce. Visitors are only admitted to the building via the main lobby of the McCoy center, where s/he is greeted, signs in, and provided with a name tag identifying him or her as authorized guests at the school. For security reasons, visitors are expected to wear their name tag visibly for the duration of their visit to the school. Teachers and administrators should ensure that all visitors have followed the procedures for signing in upon arrival and are wearing the designated identification.

All employees are expected to follow the established visitor procedures. The Academy prohibits any employee or student from propping open windows or doors or allowing unauthorized visitors onto the property. Teachers are expected to communicate and enforce these practices with students.

Faculty and staff are given keyless fobs to enter secured school buildings. Teachers should be in the practice of having fobs on their person while on campus. Fobs are to be kept in a safe place at all times and never shared with anyone, especially students. If a fob is lost or misplaced, employees are expected to report the loss immediately to the Business Office to be deactivated. A replacement fee will be charged.

Any employee who knows or suspects an unauthorized person is on campus should report that concern to any administrator immediately.

Effective: 07/01/2020

Revised: