

## Superintendent's Regulation

Related School Board Policy Number: 4-2.5 Security of Buildings and Grounds

### S.Reg. Number and Title: 4-2.5(C) Building Access

#### Background:

PCPS is dedicated to safeguarding students, faculty, and staff through a myriad of safety measures. Controlling access to the buildings during the school day, along with knowing who is a visitor in the building is one of the means of accomplishing this goal.

#### Process/Procedures:

##### Visitor Access

All Visitors must check in at the office of every school. At PHS/PMS/PPS staff must take appropriate action if the visitor fails to do so after being given access via the building access system (Aiphone).

When a visitor requests entrance into a school via the Aiphone or face to face, a staff member within the school office should answer the bell/request with:

“Good morning (afternoon)! May we help you? (If they do not share their name and purpose for visit) ask “Please tell me the purpose of your visit and your name. Please come to the front office to sign in (*location dependent*) and receive a Visitor's Badge.”

Once the visitor successfully announces their purpose, the staff member must follow the current check-in protocols of: sign-in, ID check, Visitor's Badge distribution.

**All adults in the building must have a division ID badge or a visitor badge at all times. Adults without visible badges must be instructed to go to the main office.**

##### Denying Access

Access may be denied for the following reasons:

- Former student graduates or other youth seeking entry, without an appointment (e.g. high-school age students wanting to visit their friends and or staff members).
- Visitor appears nervous or causes concern for the main office staff.

An appropriate response to these visitors:

- Former student graduates or other youth: “I’m sorry but unless you have an appointment with a staff member, I cannot allow you entry into the school during the school day.”
- Nervous Visitor: “Please wait a moment and we will be right with you.” Prior to letting visitor enter, seek assistance from administration.

**Date Issued/Reissued: 03/25/24**

**Attachments/Links:**

**Legal Reference ( if applicable):**

**Approval: Jennifer Parish, Ed.D., Superintendent**