



Brownsburg Visitor Sign in Procedure

PURPOSE: To avoid incidents of consequence by controlling the flow of visitors, parents, vendors, and guests within our school buildings. A secondary but equally important purpose is to document who is in our buildings if there is a catastrophic event.

RATIONALE: Brownsburg Schools are dedicated to providing an engaging educational experience in a secure environment. In order to maintain safety for our children and for our staff members, it is important to manage and document the flow of visitors within our schools.

PROCEDURE: All visitors to Brownsburg Schools should enter Door 1 or the designated main entry during regular business hours. Listed below are the proper procedures for visitors:

- The visitor will go to the sign-in area located in the main office at Door 1, produce photo identification, and state the purpose of their visit. If the visitor does not have photo-identification, the administrator or designee must approve the visit. BCSC employees from other buildings must show their school ID
- If the purpose is valid, the visitor will be signed in listing their name, date, destination (area and/or person to be visited), and time of arrival. BCSC employees from other buildings must sign in.
- After signing in, a lanyard will be issued to the visitor to wear in a visible location. Photo identification will be detained at the front office. BCSC employees must display their school ID.
- Upon leaving the school building, the visitor will exchange the lanyard for the photo identification and sign out. BCSC employees must sign out.