

POLICY F4: ACCESS CONTROL AND VISITOR MANAGEMENT

Statement of Policy

It is the policy of the Orange Southwest School District (OSSD) to provide a safe environment for students and employees while facilitating access to school buildings, premises and equipment by authorized users. The safety and security of the district's physical space and assets is a shared responsibility of all members of the District.

Definitions

1. **School site:** school building(s) operated by the school district.

Administrative Responsibilities

The Superintendent, or designee, will develop procedures to ensure:

1. Access control procedures are established to address the design, administration and management of access control systems and measures. The superintendent, or designee, must determine and assign access-control privileges based on the specific needs and requirements of the district and the electronic identification/access badge.
2. All school sites and district office exterior doors are locked during the school day.
 - a. The district recognizes the need to allow restricted access to students and staff as needed for purposes of health, safety and those that directly relate to the school's mission or curriculum.
3. Regulation of visits to the school by parents, community members or news media.
4. All visitors check in at a centralized location prior to gaining full access to the school or office site.
5. Each school site maintains a log showing the names of visitors and the date, time, and purpose of each visit.

<i>VSBA Review Date</i>	
<i>Date Warned</i>	6/14/23
<i>Date Adopted</i>	7/5/23
<i>Legal References</i>	16 VSA §1484
<i>Cross References</i>	Security Cameras Fire and Emergency Preparedness Drills