

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****Code: F 4****1st READING: 06/14/2023****2nd READING: 07/26/2023****ADOPTED: 07/26/2023**

ACCESS CONTROL AND VISITOR MANAGEMENT**Statement of Policy**

It is the policy of the Barre Unified Union School District (BUUSD) 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 site and district office exterior doors are locked during the school day.
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.