



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Non-Instructional Operations	CODE	F4
TITLE	Access Control and Visitor Management		Required¹

Statement of Policy

It is the policy of the Addison Northwest School District (District) 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.

<i>VSBA Version:</i>	
<i>Date Warned:</i>	<i>June 12, 2023</i>
<i>Date Adopted:</i>	<i>June 28, 2023</i>
<i>Legal Reference(s):</i>	<i>16 V.S.A 1484</i>
<i>Cross Reference:</i>	<i>Security Cameras Fire and Emergency Preparedness Drills</i>

¹ 16 VSA §1481 requires each supervisory union board, union board, member district board or supervisory district board to adopt an access control and visitor management policy that, at a minimum, requires that all school sites and supervisory union and supervisory union district offices lock exterior doors during the school day. The policy shall require all visitors to sign in at a centralized location prior to gaining full access to the school site or office suite.