



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	Access Controls to School Buildings PROCEDURES		
SECTION	Non-Instructional Operations	CODE	F4R

Last Updated: August 2023

The Addison Northwest School District (the “District”) shall institute the following procedures to implement the District’s policy regarding access to its building(s) and/or facilities set forth in the **District’s Policy F4 ACCESS CONTROL and VISITOR MANAGEMENT.**

1. School Building Access Points during the School Day

All School Buildings and the Central Office shall be secured in such a way that all visitors shall have access only through the Main Entry during the School Day.

a. School Buildings of the District shall include:

Ferrisburgh Central School	8:00 AM to 3:00 PM
Vergennes Union Elementary School	8:00 AM to 3:00 PM
Vergennes Union Middle & High School	8:00 AM to 3:30 PM
Addison Northwest School District Central Office	8:00 AM to 4:30 PM

b. School Day

The School Day shall be defined as the times listed with the School Building above plus reasonable time before and after those times to make sure the School Building is secure.

c. Main Entry

School Buildings shall have one main entrance point (the Main Entry). The Main Entry shall have an employee assigned to be always present during the School Day. The employee assigned to the Main Entry shall have proper training to implement these Procedures and in the operation of the Main Entry. The Main Entry shall be designed to have:

- a dual door entry system
- appropriate door hardware to ensure secure access
- a video intercom system
- electronic key card access system

2. Visitors

For the purposes hereof a Visitor to a School Building is any person who is not an employee of the District assigned to that School Building.

- a. All Visitors to a School Building during the School Day shall be required to:
 - i. Enter through the Main Entry.
 - ii. Stop and record their entry to and exit from the School Building in a log that records the name of the Visitor, date, time of entry, time of exit and purpose of visit.
 - iii. Obtain a visitors pass to be worn at all times while in the School Building (unless badged).
 - iv. Upon being admitted, the Visitor will wait to be escorted to the appropriate location in the School Building for their purpose.
- b. Visitors may be denied entry to the School Building during the beginning of the School Day arrival or end of the School Day dismissal of students.
- c. Visitors may be required to show an ID.
- d. Visitors may be denied entry for not following these procedures.

3. Access By Others to the Facilities

- a. Delivery persons are not considered visitors or employees. Delivery persons should not be permitted to enter or remain in the buildings unescorted unless otherwise arranged through the Director of Buildings, Grounds, and Safety such as in the case of early morning food service deliveries.
- b. Contracted Service Providers should follow the procedures for visitors. Contractors performing building maintenance or repairs should be supervised at all times if school is in session. When school is not in session, all contractors will be preapproved for building access by the Director of Buildings, Grounds, and Safety.

4. School Building Access Points after the School Day

All School Buildings shall be fully secured after hours.

- a. **After School Child Care / Fusion:** At pick up time, the family member must call the program and the child is to be escorted outside the building to meet the family member. Pickups are recorded as per protocol.

- b. **Activities and Sports Practices:** The coach or advisor accesses the building through the main entrance. The coach/ advisor/ or designee waits at the designated door to let others in 15 minutes prior to the activity start time. After the activity begins no student will be admitted unless arrangements have been made with the coach/ advisor in advance. Doors must never be propped open or left unmonitored.
- c. **School-Based Evening Activities:** Access to the facility permitted using the closest door (e.g. auditorium, gym). The remainder of the school is inaccessible during this time with the exception of restroom facilities.
- d. **School Facility Rental:** Determined on a case by case basis with the most restrictive practices utilized as appropriate to the type of activity being requested.

5. Employee ID Badges and Access

Employees of the District shall be issued an ID badge that has a minimum the employee's name, photograph, listing of the School Building the employee is assigned to (and provides electronic access to the School Building the employee is assigned to). Employees shall be required to wear their identification badges during the School Day. Employees may access the School Building they are assigned to through any access point provided they use the appropriate electronic access or manual key provided to the employee.

- a. Employees shall be required to wear their identification badges during the School Day.
- b. Employees may access the School Building they are assigned to through any access point provided they use the appropriate electronic access or manual key provided to the employee.
- c. Employee's badge is to allow access for them alone. Staff must never allow access to the building for any other individual whether known or unknown (e.g. holding the door or opening a door other than the main entry).
- d. Badges may not be shared.

6. Employee Termination

Upon an employee's voluntary or involuntary termination, the District will require the employee to return any and all ID badges, keys, electronic access cards, key FOB's or other access granting materials.

7. Employee Training

Employees of the District shall be informed of these Procedures and trained on the appropriate response to unauthorized persons in a School Building.

8. This Procedure shall be reviewed annually prior to the start of the school year.