

- 1) ALL visitors are to be required to show their identification over the camera before the door is opened for them to enter. (Please note that this includes the individuals that volunteer in our buildings on a daily basis as well as the visitors that for whatever reason are recognized and/or known by school staff. Even district employees that aren't assigned to work in our building are required to show their ID as well.)
- 2) ALL volunteers or visitors to the building that are going to be staying in the building for any reason must sign-in and turn over their identification which will be kept in the office until they return the visitor badge and sign out of the building. Volunteers and visitors that will be staying in the building are expected to be given and wear a visitor's badge.
- 3) Individuals that are here to drop something off or pick-up students aren't required to hand over their identification, just sign the notebook.
- 4) For days when a large number of visitors are expected (such as Christmas parties), ALL visitors are to still hand over their identification to be kept in the office until they sign-out to leave the building. On these days visitor will be given stickers to write their names on because we won't have enough of our lanyard badges to distribute.