

## Title: Entry Control

Entry control is the means or process used to facilitate the entry of students, staff, teachers, and visitors into the school; while deterring or limiting the access of non-authorized persons into the school.

- A primary entrance(s) should be designated for entry into each building. Depending on the physical layout of the building and the number of students, more than one primary entrance may be designated as a primary entrance.
- These entrances may be unlocked, using the card access system, at the beginning of the school day to facilitate student arrival and dismissal.
- A staff member should be present to monitor access into the building at anytime the primary entrances are unlocked.
- Exterior doors not used as a primary or visitor entrance should always be locked.
- Teachers, staff, and students should not prop open exterior doors unless authorized by the principal; and only when a compensatory measure has been taken to monitor entry into the building.
- Door keys or similar controls will suffice for controlling entry through exterior doors.
- Visitors will enter through a designated visitor entrance that allows school staff to assess their need to enter the school and the purpose of their visit.
- All visitors should sign-in and sign-out and be provided a visitor's badge.
- Visitor logs should be retained for at least 60 days.
- Visitors should present a photo ID unless they are personally recognized by a teacher or staff member.
- The school should prominently display professional signage instructing visitors where to enter the school.
- The principal should designate someone to manage a master key control process for the issuance and accountability of all keys for the building.
- An inventory of all building keys should be conducted twice a year.
- Ensure the school's Knox box has a current building key or access control card to facilitate entry by emergency responders during non-school hours.
- Non-school personnel using the building during non-school hours should not be provided a key to the building.
- District should provide each school a list of adults from organizations authorized to use the building during non-school hours.

Cross References:

Legal References:

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 Approved: August 26, 2013

Reviewed:

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