

NOTICE OF SCHOOL CHECK-IN PROCEDURE

The Brecksville-Broadview Heights City School District is committed to providing a safe and secure environment for all students, staff, and visitors. In an effort to enhance building security, the District has implemented a visitor check-in procedure that includes a Sexual Offender Registry screening for all visitors during regular school hours and any additional hours deemed necessary by the District.

All visitors must present a valid, government-issued photo ID at check-in and wear a printed visitor badge for the duration of their visit. This process ensures that authorized guests are easily identifiable to staff and students. Acceptable forms of identification include a driver's license, state-issued ID card, or passport. Visitor ID's are scanned against the national offender database to assist in identifying potential safety concerns..

BE PREPARED FOR CHECK-IN

- Please select the check-in option on the visitor kiosk
- Choose the visitor button
- Use the scanner to scan the back of your government-issued ID
- Complete all required information and select check-in
- A photograph will be taken and printed on your visitor badge for identification purposes
- If an alert arises, District staff will notify you
- A visitor badge will print for you that shall be worn at all times while in the building
- Upon departure, return to the kiosk to check-out; staff can assist with badge disposal

There will be no exceptions to this procedure. All visitors must present a government-issued ID to be granted access to the District buildings. Information gathered during check-in procedures may be shared with first responders should an issue arise. We appreciate your cooperation to help us maintain a safe and secure learning environment.

Additional information regarding school visitors can be found in the Brecksville-Broadview Heights City School District Board Policies and Administrative Guidelines.

Thank you for your cooperation and partnership in keeping our schools safe.



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