Code F4 Procedures

**THESE MODEL PROCEDURES SHOULD BE REVIEWED CAREFULLY TO ALIGN WITH SPECIFIC CIRCUMSTANCES IN EACH DISTRICT.**

MODEL PROCEDURES FOR ACCESS CONTROL TO SCHOOL BUILDINGS

The **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District/Supervisory Union** (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 shall be secured in such a way that all Visitors shall have access only through the Main Entry during the School Day.

* 1. School Buildings of the District shall include:

**LIST SCHOOLS and/or CENTRAL OFFICES HERE and TIMES THAT THE SCHOOL IS IN SESSION or OFFICE IS OPEN**

 **(e.g., Kennedy School 8:00AM to 3:00PM)**

* + 1. Excluded buildings or structures **(IF ANY)**

The following buildings or structures are excluded from these Procedures as contemplated by District Policy **MODEL Code F4 Sec. 2 (a**):

* 1. 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

* 1. 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 **EDIT AS NECESSARY**:

* a dual door entry system
* appropriate door hardware to ensure secure access
* a video intercom system
* electronic key card access system
* **other systems**
1. Visitors

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

* 1. All Visitors to a School Building during the School Day shall be required to:
		1. Stop and be admitted through the Main Entry
		2. 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 the visit.
		3. Obtain a visitors pass to be worn at all times while in the School Building
		4. Upon being admitted the Visitor will wait to be escorted to the appropriate location in the School Building for their purpose
	2. Visitor 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
	3. Visitors may be required to show an ID
	4. Visitors may be denied entry for not following these procedures
1. Employee ID Badges and Access

Employees of the District shall be issued an ID badge that has at 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.

1. 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.

1. 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.

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