COLCHESTER SCHOOL DISTRICT

POLICY: ACCESS CONTROL AND VISITOR MANAGEMENT

DATE ADOPTED: June 20, 2023

POLICY STATEMENT

It is the policy of the Colchester School District to provide a safe environment for students and employees while facilitating access to school buildings, premises and equipment by authorized users. The safety and security of the district's physical space and assets is a shared responsibility of all members of the district.

DEFINITIONS

1. **School Site:** School building(s) operated by the school district.

ADMINISTRATIVE RESPONSIBILITIES

The superintendent or designee will develop procedures to ensure that:

1. Access control procedures are established to address the design, administration and management of access control systems and measures. The superintendent of designee must determine and assign access-control privileges based on the specific needs and requirements of the district and the electronic identification/access badge.

2. All school site and district office exterior doors are locked during the school day.

    a. The district recognizes there may be a need to leave school sites unlocked for specific purposes, for example, resident voting for elections. This is allowable if permission is granted from the superintendent in consultation with the district-wide safety team.

3. Regulation of visits to the school by parents, community members or news media.

4. All visitors check in at a centralized location prior to gaining full access to the school or office site.

5. Each school site maintains a log showing the names of visitors and the date, time, and purpose of each visit.

Date Warned: June 5, 2023
First Reading: June 6, 2023
Second Reading: June 20, 2023