



BELLOWS FREE ACADEMY/NCTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER

Procedure



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PROCEDURE: ACCESS CONTROL & VISITOR MANAGEMENT

CODE: F04P

2 The Maple Run Unified School District (the "District") shall institute the following procedures to
3 implement the District's policy regarding access to its building(s) and/or facilities set forth in the
4 **District's Policy F4 ACCESS CONTROL & VISITOR MANAGEMENT.**

5 **1. School Building Access Points during the School Day**

6 All School Buildings shall be secured in such a way that all Visitors shall have access only through the
7 Main Entry during the School Day.

8 a. School Buildings of the District shall include:

School Building	Start & Dismissal
Bellows Free Academy Saint Albans	8:10 a.m. to 2:50 p.m.
Central Office	8:00 a.m. to 4:00 p.m.
Collins Perley	8:10 a.m. to 2:50 p.m.
Fairfield Center School	8:10 a.m. to 3:00 p.m.
Northwest Career & Technical Center	8:00 a.m. to 2:50 p.m.
St. Albans City School	7:30 a.m. to 2:30 p.m.
St. Albans Town Educational Center	8:15 a.m. to 3:00 p.m.

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10 i. Excluded buildings or structures:

11 The district recognizes the need to leave certain structures unlocked as
12 needed for the purpose of agricultural, recreational, or other reasonably
13 practical purposes directly related to the school's mission or curriculum.

14 b. School Day:

15 The School Day shall be defined as the times listed with the School Building above plus
16 reasonable time before and after those times to make sure the School Building is secure.

17 c. Main Entry:

18 School Buildings shall have one main entrance point (the Main Entry). The Main Entry
19 shall have an employee assigned to be always present during the School Day. The
20 employee assigned to the Main Entry shall have proper training to implement these
21 Procedures and in the operation of the Main Entry.

22 **2. Visitors**

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

- 25 a. All Visitors to a School Building during the School Day shall be required to:
26 i. Stop and be admitted through the Main Entry.
27 ii. Record their entry to and exit from the School Building in a log that records the
28 name of the Visitor, date, time of entry, time of exit and purpose of the visit.
29 iii. Obtain a visitors pass to be worn at all times while in the School Building.
30 iv. Upon being admitted the Visitor will wait to be escorted to the appropriate
31 location in the School Building for their purpose.
32 b. District/school administration may impose reasonable restrictions upon the time,
33 duration, frequency, and location of visits.
34 c. All visitors must be respectful and comply with all state laws, board policies, and district
35 procedures.
36 d. Visitors may be required to show an ID.
37 e. Visitors may be denied entry for not following these procedures.
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39 3. Employee ID Badges and Access

40 Employees of the District shall be issued an ID badge that has at a minimum the employee's name,
41 photograph, listing of the School Building the employee is assigned to (**and provides electronic access to**
42 **the School Building the employee is assigned to**). Employees shall be required to wear their
43 identification badges during the School Day. Employees may access the School Building they are
44 assigned to through any access point provided they use the appropriate electronic access or manual key
45 provided to the employee.

46 4. Employee Termination

47 Upon an employee's voluntary or involuntary termination, the District will require the employee to
48 return any and all ID badges, keys, electronic access cards, key FOB's or other access granting materials.

49 5. Employee Training

50 Employees of the District shall be informed of these Procedures and trained on the appropriate
51 response to unauthorized persons in a School Building.

52 6. This Procedure shall be distributed annually.

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