

Code GCSV

Procedure for Monitoring Visitor Access to School Building

The building principal/building administrator of each school within Regional School Unit #34 shall designate a person or persons to monitor the entrance and departure of members of the public from the school. The building principal shall instruct designated person(s) in the following areas:

- 1) Regional School Unit #34 procedure for permitting entrance by visitors into the school building, and shall be instructed in the importance of following that procedure.
- 2) The steps to take when the designated person questions the need for a visitor to enter the building or when a visitor refuses to follow the procedure for entrance or when a visitor becomes disruptive upon entry into the school building.
- 3) The school system's comprehensive emergency management plan and any roles that designated persons may have in implementing this plan.

Persons uncertain about their responsibilities under this procedure should present their questions to the building principal/building administrator.

Cross Reference:

GCSX Employee and Visitor Identification
RSU #34 Emergency Management Plan

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Adopted: March 2013