



CODE: F4

Access Control and Visitor Management

Policy

It is the policy of the Mountain Views School District 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:

1. That require visitors to any school site to sign in at an identified location for each site prior to gaining full access to the site or district/SU central offices. Visitors will be required to identify the purpose of their visit, the date and time of their visit, and with whom they will be visiting with (or area) and to sign into a visitor's log.
2. That address the administration and management of access controls systems which may be in use at individual school sites. In the event that a school site utilizes electronic badges and/or identification for access to the building, the Superintendent or designee will determine the appropriate level of access for individuals based upon the needs and requirements of the district/SU.
3. That require all school site and district office exterior doors are locked during the school day unless determined to be unlocked during the day based on agricultural, recreational, or other reasonably practical purposes directly related to the school's mission or curriculum.
4. That require regulation of visits to the school by parents, community members or news media.
5. That require all visitors to check in at a centralized location prior to gaining full access to the school or office site.
6. That require each school site maintains a log showing the names of visitors and the date, time and purpose of each visit.

<i>Date Warned</i>	<i>November 6, 2023</i>
<i>Date Adopted</i>	<i>December 4, 2023</i>