

The Board recognizes that school buildings and access to school buildings are valuable for the education of students and for a variety of school district and other public activities . The Board also recognizes that it has a responsibility to make reasonable efforts to: provide for the general safety of students, employees and other individuals authorized to be in school buildings; enable educational and other activities to be carried on effectively and without interruption; and, preserve and safeguard the buildings, equipment and other property.

To address these responsibilities, the Board has identified procedures to be followed by persons entering the building. All individuals are expected to conform to district and school policies. If there is a failure to comply with policies, an individual may be asked to leave the premises. Failure to leave the building may result in contacting law enforcement agencies. The following procedures have been established for all individuals entering the building.

1. Each school will have visible signs indicating the location of the school office and other commonly used areas where visitors would be expected to report. In addition, each school will have posted signs at the entrances, indicating that all visitors should report to the school office.
2. During school hours, all visitors are to report directly to the main office.
3. The building principal, or his or her designee, shall be responsible for determining whether an individual has the authority to enter and remain in the building. The principal may require any individual to identify him/herself and sign in when entering or remaining in the building or portion of the building. The Principal may establish any other procedures needed to make this determination.
4. Spectators visiting the schools are expected to report directly to the location of the activity.
5. Individuals attending special functions are expected to report directly to the location of the activity.

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**LEGAL REFERENCE:**

**CROSS REFERENCE:**

**APPROVED: 12/21/98**

**REVISED: 10/16/17**

**POLICY #860**