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### **TJS Safety and Security Protocols for Visitors**

In an effort to provide increased school security and safety, the following protocols and screening measures will be implemented. These protocols are designed to improve the identify verification process and ensure that all visitors have legitimate school business to conduct before being admitted in the building. We recognize that these protocols may cause some inconvenience to external visitors, however, the safety and security of our students and staff are of paramount importance.

1. All visitors must have a previously scheduled appointment with a staff member in order to be admitted into the building.
2. Staff members will be required to notify the main office of the name of the visitor and the time of their scheduled appointment. Scheduled visitations will be recorded on a list accessible to secretaries and administrators.
3. Administrative main office secretarial staff will be screening visitors through the call box. Visitors will be asked to state their name, order of business, and who they are scheduled to meet with. If the visitor has an appointment, they will be admitted. If they do not have an appointment, the visitor will need to schedule one before returning to school. If the main office staff is unaware of an appointment, efforts will be made to verify that an appointment was made with a given staff member prior to gaining building access.
4. Once admitted into the main office, visitors will be required to sign in and show a government issued form of identification (i.e. Driver's License). The visitor will be provided with a visitor badge that they must wear at all times. The visitor will either be escorted or directed to the meeting location.
5. Visitors must return to the main office and sign out prior to leaving the building.

We thank you in advance for your cooperation in helping us implement these protocols to ensure a safe and secure learning environment for all at Torey J.