



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



## **POLICY: ACCESS CONTROL & VISITOR MANAGEMENT**

**CODE: F4**  
(REQUIRED<sup>1</sup>)

### Statement of Policy

It is the policy of the Maple Run Unified School District (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 to ensure:

1. Access control procedures are established to address the design, administration and management of access control systems and measures. The superintendent, or designee, must determine and assign access-control privileges based on the specific needs and requirements of the district and the electronic identification/access badge.
2. All school site and district office exterior doors are locked during the school day.
  - a. The district recognizes the need to leave certain structures unlocked as needed for the purpose of agricultural, recreational, or other reasonably practical purposes directly related to the school's mission or curriculum.
3. Regulation of visits to the school by parents, community members or news media.
4. All visitors check in at a centralized location prior to gaining full access to the school or office site.
5. Each school site maintains a log showing the names of visitors and the date, time and purpose of each visit.

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<sup>1</sup> 16 VSA §1484 requires each supervisory union board, member district board, or supervisory district board to adopt an access control and visitor management policy that, at a minimum, requires that all school sites and supervisory union and supervisory district offices lock exterior doors during the school day. The policy shall require all visitors sign in at a centralized location prior to gaining full access to the school site or office site.

**MRUSD Board**

1<sup>st</sup> Reading: 6/28/2023

2<sup>nd</sup> Reading: 7/19/2023

Date Warned: 6/28/2023

Date Adopted: 7/19/2023