

**BUILDING SECURITY AND ACCESS  
Procedures**

1. During school hours, all exterior doors will be locked with the exception of the High School front doors. Visitors to our schools will be provided access by the main office using an electronic entry system.
2. Each school will post and reinforce the practice of requiring visitors to the school to sign in at the front office. Staff is encouraged to politely question any stranger about his/her reason to be in the school.

REFERENCE: Use of School Facilities Policy and Procedures, File: KF and KF-R

Reviewed 10/20/16