

GORE PUBLIC SCHOOLS VISITOR AND SAFETY IDENTIFICATION POLICY

In effort to be consistent district wide and make all employees/visitors equally accountable for the security and safety of all Gore Schools Campuses, the following policy is adopted to ensure understanding and consistent compliance.

Visitor Badge:

All visitors upon entrance to a district Classroom Building shall record their visit in writing with the building secretary. If the visitor is to remain outside with a staff member or approved by Administration, to visit a staff member at an outside sporting complex or be contracted as a vendor working outside, the badge may be issued only if the visitor will return to the main classroom building to check out. (Highly Suggested)

Any visitor who requests admission inside a main classroom building beyond the lobby/secure entrance during the instructional day, a visitor badge may be issued after "signing in". The staff member who the visitor has requested to visit shall be contacted and inquiry made for scheduling. If a staff member chooses to accept the visitor's request for conference, the staff member shall physically open the lobby door and escort the visitor to the designation of conference. After conclusion, the staff member shall escort the visitor back to the lobby area outside the secure doors. Instructional time shall not be interrupted to notify a staff member of a visitor unless the staff member has informed the office of the appointment and expectation of a conference.

Office may make an appointment for unannounced visitors to return or have the staff member contact the visitor for a mutual conference on the staff member's conference or other non-instructional time.

If a student is requested, by a parent/guardian, the student is to be called to the office and may enter the lobby area to address the issue. The parent is still required to sign in upon arrival and out when departing as a record of the visit. At no time shall any visitor be admitted beyond the secure lobby areas inside the main classroom buildings without signing in and being issued a visitor badge. Visitor badge may be denied by administration for any reason that is considered to be a potential threat or disruption to the school day.

Vendors:

Regular KNOWN VENDORS such as soda-concessions, copy machine, janitorial supply, Child Nutrition Vendors and other regular KNOWN vendors may be issued a visitor badge and enter without escort to conduct whatever they are here to do after signing in. They are to proceed to the designated area and remain there to conduct their business then directly return to the lobby area to sign out. A permanent badge may be made for all REGULAR KNOWN VENDORS to simplify this process. Vendors are to state their business, area they will need access to and any staff member they may need to visit with.

Professional courtesy and common sense shall prevail at all times; and other times when lack of a specific issue is not addressed in this policy

Employee Badge:

All Gore Public Staff shall be required to visibly present, at all times while on GPS Campuses and acting as a district employee, during the regular school day, a district issued identification "picture badge". The initial badge shall be provided free of charge. Any replacement badge shall be ordered at the replacement cost of \$5.00 each. At any time an employee does not display, in plain sight, in an acceptable manner by attachment to a upper torso garment in the front lapel area, preferable on the left, a district issued picture/identification badge. The employee may be required to use personal leave to retrieve a "forgotten" badge.

A "temporary badge" may be issued by administration when a written "request for replacement due to loss" of the pictured, district issued badge is lost. Upon the third written request for a badge replacement, employee may be subject to disciplinary actions.