



BRAWLEY ELEMENTARY SCHOOL DISTRICT

Lighting the Way to the Future

School Campus Visitor Management

Purpose: This procedure is intended to help safeguard our school campuses while providing guidelines for managing school campus visitors.

Administrative Regulation 3515- Business and Non-Instructional Operations-Campus Security

The Superintendent or designee shall ensure that the district's campus security plan includes strategies to:

Secure buildings from outsiders and discourage trespassing

These strategies may include requiring visitor registration, staff and student identification tags, and patrolling of places used for congregating and loitering.

Practices: All school campus visitors are required to provide a government issued identification card which will be scanned prior to granting access to the school site campus. A printed badge will then be provided to the visitor who must wear it at all times while they are on campus. All visitors must checkout prior to departure from the school campus.

Exceptions:

- District employees
- Visitors who will remain within administrative offices and not have unsupervised access to school campus.
- School volunteers who have completed background requirements with District.
- School general events such as assemblies, ceremonies and Back to School Nights.

If a parent/guardian does not have a government issued identification card they are to be escorted by school staff if the principal/designee deems it necessary to grant them access to the school campus.