

**GLENWOOD LANDING SCHOOL
VISITOR PROTOCOL
2017-2018**

All visitors must enter through the front door by the main office at all times, including arrival and dismissal. No adults, other than employees, may enter through side doors. Visitors will activate the buzzer/camera system at the front door to request entry into the building.

The Security Coordinator will inform the visitor through the intercom that he/she will need to:

- State name and purpose for the visit
- Provide photo identification

Once the Security Coordinator has verified the visitor's identification, the visitor will be permitted to enter the building. The Security Coordinator will inform the visitor that he/she will need to:

- Wait patiently as Security Coordinator verifies the purpose for the visit
- Sign in at the security desk and identify destination
- Fill out a visitor's pass with name, date, and destination
- Wear his/her visitor's pass at all times
- Sign out at the security desk upon exiting and discard visitor's pass

Visitors will:

- Follow the directives of the Security Coordinator
- Limit visit to area(s) identified on the pass
- Refrain from providing access to the building to other adults through exterior doors

Please note:

- Every employee has the right to deny a visitor entry to the building
- Every employee has the right to question a visitor in the hallway
- Parents are to visit teachers only by appointment, in order to discuss concerns in private
- Once a visitor's business is finished at the school, he/she should exit the building and not visit classrooms unannounced.
- It is at the discretion of the Security Coordinator to contact an administrator before permitting access into the building or allowing a visitor to visit any part of the building
- In all situations where access is denied, an administrator will be contacted
- Non-compliant, inappropriate or threatening behaviors will result in notification to the proper authorities
- All items such as lunches, instruments, notebooks, and celebration materials will be delivered by a staff member or picked up by a student. Visitors may not bring items to classrooms.
- When a whole class event is scheduled, parents will receive a "Class Pass" to the event. This class pass will be exchanged at the front door for a visitor's pass.

We appreciate your understanding of and adherence to these guidelines. This protocol was designed to outline procedures implemented to enhance the safety and security of our school environment for students and staff.

This protocol must be strictly adhered to at all times.