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BSD Policy F4

BURLINGTON SCHOOL DISTRICT POLICY

CODE F4: ACCESS CONTROL AND VISITOR MANAGEMENT

Purpose

It is the policy of Burlington School 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) and/or other site(s) where Burlington School District operates and/or hosts educational programming.
2. **Visitor:** Any person who does not work directly for that school site or attend school at that site, including other BSD employees and students.

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 each school and office site. It is the responsibility of the Building Administrator to ensure that all employees can be quickly identified by BSD identification badges, and that those badges are worn at all times by BSD staff.
2. All school site and district office exterior doors are secured at all times.
3. Regulation of visits to the school by parents, community members and/or news media.
4. All visitors must check in at the main office before accessing any other part of the school or office site. Each school site maintains a log showing the names of visitors and the date, time and purpose of each visit, as well as when they leave. No visitors shall gain access to the school building or grounds during an emergency, including school drills, except emergency response personnel and designated District employees.
5. Each site shall have one identified primary entrance and exit for all visitors.

<i>BSD Version:</i>	BSD F4 Policy
<i>Date Warned:</i>	July 14, 2023
<i>First Reading:</i>	July 18, 2023
<i>Second Reading:</i>	Waived
<i>Date Adopted:</i>	July 18, 2023
<i>Legal References</i>	16 VSA §1484
<i>Cross References</i>	Security Cameras (VSBA F26), (BSD E21 Use of Video Surveillance) Fire and Emergency Preparedness Drills