



BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE F4P: BSD BUILDING ACCESS CONTROL AND VISITOR MANAGEMENT PROCEDURE

Summary

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

Visitors For the purpose of this procedure, "visitors" includes anyone visiting a school who does not work out of that location. This includes, but is not limited to, family members, students, board members, media, and non-building-based employees.

Procedures

1. 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 and not propped at all times.
3. Regulation of visits to the school by parents, community members, and/or news media must happen at all buildings by having all people sign in at the main office.
4. All visitors, including BSD staff who are not at their home site and individual students visiting other schools, must check in at the main office and sign in on the log before accessing any other part of the school or office site. Each school site must maintain such a log where all visitors sign in and out with their names, date, time, and purpose of each visit.
 - a. Unless otherwise approved by the superintendent, no visitors shall gain access to the school building or grounds during an emergency, including school drills, except emergency response personnel.
 - b. Except for events explicitly open to the general public (e.g., athletic events, performances, board meetings), Board Members shall coordinate individual school visits in advance with the Superintendent and the Building Administrator.
5. Each site shall have one identified primary entrance and exit for all visitors.
6. Each log must be kept and filed for the next academic year.

Clerical Information

<i>BSD Version:</i>	BSD F4P Procedure
<i>Date Adopted:</i>	July 7, 2026
<i>Legal Reference(s):</i>	Security Cameras (VSBA F26), (BSD E21 Use of Video Surveillance) Fire and Emergency Preparedness Drills
<i>Policy Reference:</i>	F4 Access Control and Visitor Management