

Substitute Identification

At the beginning of his/her shift, a substitute will report to the main school office where he/she will be issued a lanyard with a proximity reader/non-photo identification card and keys to lock classroom doors. The lanyard shall be worn at all times. Vj g"uwdukwg'y kndg'cungf "q'tgpf gt'j kulj gt'f tkgtu'hegpug'qt" other form of security (i.e., car keys) to the school secretary at the time the lanyard is provided. The identification will be returned to the substitute when the lanyard is returned.

Visitors to the School

Cm'xkqtu'ctg'tgs wktgf "q'uki p'kp"cv'j g'uej qqm'o ck"qhheg or security office.

All schools will have a visitor log located in the main office or security office for visitors to sign before proceeding further into the school.

Access Control During the School Day Classroom and Building Doors

All classroom doors must be shut and



Alarm Codes

All requests to issue new alarm system pin codes or remove existing codes from the alarm system shall be approved by the Plant Operations Department. Staff members who do not hold an outside master key or have after-hours access privileges assigned to their access control employee identification card will not be issued an alarm system pin code.

It is the duty of the principal to immediately notify the Plant Operations Department of any staff member holding an alarm system pin code who leaves the employ of the District or transfers to another building.

Alarm system pin codes will only be issued to administrative staff, maintenance staff, and select high school athletic staff.

There will be a zero tolerance policy for employees releasing their issued pin code to other staff members, students or members of the public. Staff members found in violation of this policy will be subjected to disciplinary actions, up to and including dismissal.

Video Surveillance

Cameras may be placed in all areas other than areas where people have an expectation of privacy such as change rooms, locker rooms and bathrooms. Areas chosen for surveillance shall be where surveillance is a