803 SECURITY MANAGEMENT POLICY

I.   PURPOSE
The purpose is to establish how security will be implemented at Stonebridge World School.

II.   GENERAL STATEMENT OF POLICY
Stonebridge World School will provide safe, secure, and welcoming learning and work environments for all students, staff, and visitors.

III.   SAFETY AND SECURITY PROCEDURES
a. <u>School Visitors</u>
Anyone who is not a student and enters the building needs to report directly to the main office. Parents must notify the office if a family member/friend other than those listed on the enrollment form will be transporting a student to or from school.

   i. At Stonebridge World School we use the RAPTOR IDENTIFICATION SYSTEM, a visitor registration system that enhances school security.
   ii. Raptor will provide a consistent system to track visitors, volunteers, and tardy students while doing a screening for registered sex offenders.
   iii. When visiting or volunteering at Stonebridge World School you will need a valid state or government issued photo identification card. If the visitor does not have acceptable photo identification available, the director will be called to assess the situation.

b. <u>Staff Identification</u>
All staff shall be issued and must clearly display an official staff photo identification badge while in the building.

c. <u>Doors in Main Entrance</u>
The doors leading to the staff lounge, gym, upper, lower and main hallways will be locked during the school day.

   i. Staff will be issued a fob for access.
   ii. If doors are propped open for whatever reason they must be shut after use.

d. <u>Classroom Doors</u>
Doors will remain locked throughout the school day.

e. <u>Exterior Doors</u>
All exterior doors will be locked and secured from outside intrusion at all times except:

   i. Staffed main entrances
   ii. Approved special events

Approved: 3/20/2018
Revised: