

Roxbury High School Security Protocols

Effective September 7, 2017, we will implement the following procedures for entering the school during the regular school days. All students will enter the building through the main office entry doors until the first bell. *If the student is late, he/she will enter through the security entrance door, which is located at the gymnasium entrance. Student identification should be provided.*

Entry:

1. All vendors, substitutes without access cards, volunteers and visitors will enter through the security vestibule located at the entrance to the gymnasium lobby.
2. Vendors, volunteers and visitors will be required to show identification at the security vestibule. Identification documents include: district issued identification cards, driver's license, or an item that verifies identity.

Visitor Procedures:

1. **Dropping off an item** - The visitor will be asked for identification. The item that is being left will be placed on a table inside the security vestibule area. Mail, letters or documents not needing personal interaction with staff or faculty will be held in the security office and distributed as appropriate.
2. **Student Sign-out**- The parent/guardian will be requested to produce identification. Security will contact the attendance office and advise that office of the name of the requested student as well as the parent/guardian asking for the student. The attendance office will arrange for pupil dismissal. Security will complete the necessary paperwork and obtain a signature for the release of the student. No entry into the facility will be required and the parent/guardian will be asked to wait in the security vestibule for the arrival of the student.
3. **Meeting**- The visitor will be asked for identification and logged into the visitor management system. He /she will be issued a visitor badge and will be required to clearly display this badge while in the building. A student ambassador service will assist in guiding visitors to their appointment locale.
4. **Open Lunch**- Students will continue to exit and enter through door that provides access to the gymnasium lobby.
5. **Vo-tech, Co-op and Senior Option**: Will all be required to show student identification to enter the building through the security vestibule. Upon approval of entry, students will be directed to the attendance office to scan in.
6. **Vendor**- Vendors doing business at the school will be required to provide identification. Vendors will be issued a visitor badge and will be required to clearly display this badge while in the building. They will be escorted to the appropriate department location in accordance with the approved appointment.