

## **SECURITY PROCEDURES**

### **LOCKED / UNLOCKED DOORS**

- Door #2 and Door #3 are locked in the morning between 8:35 and 8:40 A.M. by school staff.
- Between that time and 3:00 P.M. all entrance into the facility is through Door #1, the parish office.
- Doors #2 & #3 are opened at 3:00 P.M. and locked again at 3:20 (Door #3) and 3:30 (Door #2). From 3:30 until 5:00 P.M., entrance to the facility is again through Door #1 and the security procedure is back in place.
- From 5:00 to 5:30 P.M., Door #3 is monitored by a member of the Noah's Ark staff.

### **SECURITY PROCEDURE**

- Individuals with blue lanyards and personalized name tags may enter the facility without signing in at Tammy's desk. ISD#31 personnel wearing identification badges may enter the facility without signing in. Practicum students from BSU or NTC with blue lanyards and personalized name tags report to the school office to sign in the practicum logs.
- All other Visitors and Volunteers must sign in at Tammy's desk and pick up a lanyard.
- Regular Volunteers (red lanyards) with personalized name tags may go directly to their destination once they have signed in.
- Volunteers and Visitors (red or yellow lanyards) with generic name tags who are going to the school must call the school office (4940) using the phone in the parish office to notify the school of their arrival and purpose. Once the school office is made aware of their presence, they may go to their destination. This includes parents who are escorting their child back to the classroom.
- Volunteers and Visitors (red or yellow lanyards) with generic name tags not going to the school may go to their destination once they have signed in.
- St. Philip's students (gr. 3 – 8) who are arriving after the doors (#2 & #3) are locked (those walking alone to Central; those dropped off by parents; those returning from outside appointments) enter through Door #1 to the parish office and call the school office (4940) to let them know of their return. Then the student may report directly to his/her classroom. Parents of students in the lower grades (Pk – 2) should walk their child to class after signing in, getting a lanyard, and calling the school office (4940).
- Visitors picking up a student (gr. 3 – 8) may call the school office (4940) and request that the student to be sent to the parish office. There is no need for the visitor to sign in or take a lanyard if they do not leave the parish office. Visitors picking up younger students (gr. PK – 2) must sign in, get a lanyard, call the school office (4940) and go to the school office to pick up their child.
- Volunteers and Visitors must sign out and return their lanyard with name tag when they leave.
- Visitors may leave items for school personnel (staff and students) in the parish office to be delivered by staff rather than having to go to the school office.

**THANKS FOR YOUR COOPERATION.**