

Closed Campus and Checking In/Out Policy

LCS maintains a closed and secure campus. Although various exceptions will apply, dismissal during the school day should not occur. Students should schedule as many appointments as possible outside school hours.

For security reasons, all visitors to LCS are required to check in at the front desk with a driver's license or other appropriate ID. Visitors will be given an identification badge before proceeding to other parts of the school. The visitor must also sign out and return the badge upon leaving. This policy includes parent volunteers. If a staff member observes an unknown person who is not wearing a visitor's pass, he/she is to direct or escort that person to the front desk to obtain a badge and sign in.

For the safety of all staff members, each employee entering the building will report each time they enter or exit the building using the prescribed method. All staff members must be accounted for in case of emergency situations such as fire, tornado, and lock-down.

If a staff member remembers they have not properly reported that they have entered or exited the building, the Forgot to Clock In/Out; Late Arrival Form will need to be filled out to ensure the Program and Operations Manager is aware of all staff members in the building.

Should an employee lose his/her card, the employee will report the lost card to the Program and Operations Manager via the Lost Card Form and follow up with an e-mail to the Programs and Operations Manager.

LCS Policy Adopted August 9, 2012

Cross reference: JHCA, Open/Closed Campus