

**Trinity Lutheran Church and School**  
**Board of Christian Education Policy Manual**  
**Building Access, Safety and Security**

**Overview:**

Trinity Lutheran School recognizes the need to provide a safe and secure environment and have taken a proactive measure to provide safety for our students and staff. In doing so we have developed the following policy and operating procedures as it relates to a main entrance security system.

1. The primary goal of this policy is to prevent unauthorized persons from entering the school during school hours without proper admission from a TLS staff member. The secondary goals are to improve procedures and clarify points of ingress and egress for staff, visitors, students and parents.
2. This policy supports the established classroom visitor (2.17), and student checkout procedure (5.25) policies. In addition this policy supports the building usage and all applicable fire and life safety codes including the NFPA 101.
3. Beginning in the Fall of 2009 the school shall have all outside doors locked preventing from ingress during school hours and/or when staff is present prior to and after school. This will be approximately **20** minutes prior to the start of school and approximately **20** minutes following the end of the school day.
4. Visitors, parents, students, service providers and others shall access the building only from the front (main entrance) doors during the school day. TLS staff will be the only persons with permission to access the building during the day from side or rear entrances.
5. Visitors, parents, students and service providers shall use the intercom to be acknowledged both verbally and visually to gain admission into the building. Staff will verify that the purpose of the request for entry is valid prior to "buzzing" the person into the building. Any persons with an invalid request for entry or suspicious behavior will be reported to administration prior to entry.
6. Authorized visitors (including parents and volunteers) will be required to stop first at the school office for further instructions and/or placement of name tag indicating an authorized visit.
7. Staff will be required to keep all outside entrances closed during the school day and locked to prevent ingress. Egress from any outside doors will be required per local fire code. TLS staff will be allowed both ingress and egress via any doors.
8. The doors shall remain locked as detailed above during evening hours unless an "authorized after school function" such as a practice, concert, play, sporting event, etc is taking place. These events shall be required to have a staff member, or authorized volunteer, stationed at the door or in a location with line of sight to the unlocked doors.
9. Afterschool activities such as practices, rehearsals, before and after school programs without an assigned door monitor (staff/volunteer) shall not be allowed to unlock the front doors and leave unattended for the duration of those functions. Students, siblings or other children will not be considered adequate for this duty.
10. Students may not open the doors for any visitors. Students should always politely inform the visitors (through a closed door) to use the front door and/or the intercom function.