

Related Entries: (Not identified at this time)

### District-Wide Sign-In Procedures and Campus Control

The following rules and regulations shall be enforced during the academic day regarding sign-in procedures at all Lee County schools for anyone who is not a student in good standing or a staff member assigned to the school entering a school campus:

- (1) All schools shall have sign-in logs kept in the front office.
  - (a) Logs shall be clearly labeled three ring binders – either four one inch or one three inch binder with clearly marked dividers.
  - (b) The color-coded log books shall consist of the following categories:
    1. Visitor/Volunteer Log (yellow)
    2. County Employee Log (blue)
    3. Child Sign-In/Out Log (green)
    4. Substitute Log (pink)
- (2) During holidays and summer months only, an additional log book for County employees shall be kept in the Building Supervisors' Offices. At all other times, District employees shall use the front office log to sign in during normal school days.
- (3) An individual who is not a student in good standing, teacher, or employee of the School District is not permitted on school campus or school grounds without first registering at the principal's office and obtaining a visitor's pass.
- (4) A student who is suspended or dismissed is not in good standing and is not permitted on the school campus or school grounds.
- (5) This policy applies during school hours and for all school activities which are held before or after school hours.
- (6) Any person on a school campus or school grounds not in accordance with this policy is declared to be a trespasser and shall be asked to leave immediately by any staff member. All such incidents shall immediately be reported to the principal, the Safety and Security Department and/or appropriate law enforcement officials. The only exceptions will be, adults in cars for drop off and pick up of students and bus operators, attendants and monitors. All transportation employees must be in uniform and/or wearing District identification.

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48 **STATUTORY AUTHORITY:** 810.097, 1001.42, 1001.43, 1006.145, F.S.

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50 Adopted: 1/6/09

51 Revised: 8/22/17