

Related Entries: (Not identified at this time)

District-Wide Sign-In Procedures

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) The Principal is responsible for the students, staff and property of their particular site. In case of an emergency, the Principal must be able to communicate to the Superintendent or designee and/or other emergency personnel, who are on their campus.
- (4) Any person on a school campus or school grounds not in accordance with this regulation 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, Security and Inspections Department and/or appropriate law enforcement officials. The only exceptions will be students in good standing, adults in cars for after school pick up of students and bus operators, attendants and monitors. All transportation employees must be in uniform and/or wearing District identification.

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

Adopted: 1/6/09