



Superintendent's Circular

NUMBER:
SAF-12
Version 01

SCHOOL ACCESS CONTROL

This Circular will remain in effect unless rescinded or superseded by a subsequent version

AMENDMENT FOR SY 2024-2025:

The safety, health, and wellness of our students, staff, and families is our highest priority at Boston Public Schools. Parents/guardians are asked to drop off and pick up their students on the exterior of the school building at the area(s) designated by your school leader/staff.

- Parents/guardians should contact their school directly, via phone or email, to schedule any discussion or virtual appointments that they would like to have on behalf of their student.
- If a student is sick or injured and needs to be picked up, school staff will contact the parent/guardian to make arrangements and escort the student to meet the authorized adult. School staff will verify identification of the individual prior to releasing the student via exterior camera and intercom.

SAFETY PROTOCOLS PERTAINING TO INDIVIDUALS IN AND OUTSIDE THE FACILITY

If school staff have safety concerns pertaining to an individual outside or inside the facility, they should immediately contact the Department of Safety Services/Boston at 617-635-8000. In the case of any imminent threat to student or staff safety, the Boston Police Department should be notified immediately by dialing 911. The Boston Public Schools Safety Services Department should also be notified by dialing 617-635-8000.

Each school in the district must, through its School Safety Contingency Plan, have clear and comprehensive school access control protocols in place. School access control plans must adhere to the following:

- Ensure that only those students, staff and others who are authorized to be in the school building are admitted to the facility.
- Require all staff (school based, central office, contractors/vendors, etc.) to wear and prominently display their BPS identification cards at all times while on school property and during school-based activities (e.g., field trips, school assemblies, outdoor activities). All staff are also required to follow all school access protocols and procedures as outlined in this circular.
- Employ a standard operating procedure that all doors to the school building are locked and secured at all times, while simultaneously allowing for appropriate egress from inside the building.
- School secretaries and other staff should NOT admit any visitor to the building until they can reasonably ascertain the

identity of the individual seeking entrance and the reason for entry. Staff must use an intercom, camera buzzers and monitors to assist them with observing and communicating with any individual seeking access to the facility.

- Secretaries and other staff should NOT allow (buzz in) people in without knowing or asking the visitor the reason for being at the school. The camera buzzer shall be used to identify the person and the reason for their visit before allowing them to enter school premises *"Hello, how can you help you, do you have an appointment?,... please indicate the reason for your visit and the person who is hosting you during your visit..."*
- Post appropriate signs directing visitors to the main office.
- Any staff member that finds a person in a school building without an appropriate visitor pass or BPS ID is encouraged to inquire of the person's business or reason for being there. The person should be directed to the main office for further assistance. If the person may be creating an unsafe environment, please follow the procedure as outlined above under "Important Note."
- ALL staff should inform the designee at the main office in the event they are expecting a visitor and provide name and reason prior to the visitor's arrival. In the event a family member, partner, or friend is dropping something off for a staff member, the main office designee MUST obtain verbal confirmation from the employee PRIOR to allow access to the facility per this circular. If verification cannot be obtained, the individual is not to be allowed in the facility.

REQUIREMENTS FOR ALL VISITORS

- Upon admittance, report immediately to the main office

(staff allowing entrance to the facility should confirm arrival to the main office and sign-in etc.).

- Present photo identification.
- If an individual cannot produce a photo ID, staff should request another form of identification and/or gain confirmation from school staff that the person is known to the school. If additional support is needed to confirm identification, staff should obtain support from the head of school/principal or designee before authorizing a visit to continue.
- Sign the visitor's log, including full name, time in and time out, reason for visit, and affiliation (i.e., student, vendor, department, agency etc.). Please see Superintendent Circular LGL-04, School Visitors Guidelines.
- After completing the sign-in process, all visitors are to remain in the main office, or designated area, while waiting for staff escort to appointments or meetings. All visitors must be in an area attended by staff to avoid any unauthorized movement through the building for the duration of their visit.
- If an authorized visitor states that they are wearing an ankle monitor or staff observes an ankle monitor on a visitor, staff should follow the procedures outlined above.

HEAD OF THE SCHOOL AND FACULTY

- Mandate that ALL visitors to the building be issued and prominently display a visitor identification badge received at the time of sign-in at the main office.
- Identify designated meeting space, close to the main office,

to prevent visitors from moving throughout the building. Classroom access should be limited to special events and open houses.

- Ensure the safety and security of students and the integrity of the school building entrances during recess, physical education, and activities that might occur outdoors, and during student arrival and dismissal times, by assigning staff to closely monitor all aspects of the movement of students and any open doors to accommodate transition in and out of the building.
- Prohibit prospective BPS employees from beginning their work until they have been fully hired, and therefore CORI and SORI cleared by the Office of Human Capital.
- Demand that any facilities and physical plant contractors slated to work in the building prominently display their green BPS identification cards, which demonstrate that they have been CORI and SORI cleared.
- Prohibit staff (including all vendors, contractors, and staff from other departments), students, or others from “propping open” doors or creating other potential inconspicuous means of unauthorized entry into the school building.

District personnel will look for these elements when reviewing school safety plans. In addition, specialists from BPS Safety Services will conduct proactive site visits to assist and provide input and support on school access control.

School safe mode and internal threat procedures should be explicitly planned, discussed, and documented by all staff members. In addition to conducting evacuation procedure drills,

school safe mode drills must be conducted in September and January of each school year (see Supt. Circular FSE-08, Safe Mode and Internal Threat Drill Procedures).

All staff members must exercise extreme vigilance regarding school building security: remain alert for trespassers, unsecured doors, and/or suspicious persons or activity around the school. School employees should not compromise their own safety or that of students when undertaking these security measures. Sound judgment and reasonable action by all school-based personnel are expected. Any potential threats to student or staff safety should be reported at once to the principal/head of school or their designee (in the event they are out of the building).

RELATED SUPERINTENDENT CIRCULARS

- LGL-04 School Visitor Guidelines
- FSE-01 School Safety Contingency Plans
- SAF-07 Metal Detectors
- SAF-08 Release of Students to Authorized Persons
- SAF-11 Sexual Offender Registry Information (S.O.R.I.)

For more information about this circular, contact:

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