

**Visitor's Policy**  
*Department of Safety & Security*

The Visitor's Policy has many purposes:

- To enhance the safety of students and staff while maintaining a welcoming environment.
- To ensure verification of visitors, volunteers, and caregivers.
- To assist administrators, school staff, Safety personnel, and police in identifying trespassers.
- To provide administration with the names of people in the school in the event of a school emergency.

Procedure for Visitors:

Every visitor entering a Cambridge Public School building during school hours is required to check in at the Safety desk or main office by the main entrance. A visitor's pass will be issued once a visitor signs in (**VISITORS MUST PRINT THEIR NAME**), states whom they wish to visit, states the purpose of their visit, and **SHOWS PROOF OF IDENTITY**. Visitors will be asked to wear the visitor's pass for the duration of their visit; they must return the pass and sign out once they leave the building.

Safety/main office staff will verify all appointments. Certain circumstances may warrant someone escorting a visitor to their destination.

All campus doors will be locked throughout the day except for the main entrance when supervised by assigned staff. Visitors are not permitted to enter the school through any other entrance besides the main entrance. Staff entering from areas other than the main entrance should be cognizant of people trying to follow them in.

***Please note, building staff should inform visitors of this process, and staff must inform the main office or Safety desk of any expected visitors.***

While some of these measures may be perceived as creating an inconvenience or delay, they are necessary to ensure that we foster the safest, most secure learning environment possible.

Thank you for being a partner in this important effort.