

## NATIVITY OF OUR LORD PARISH AND SCHOOL

### SECURITY PROCEDURES

EFFECTIVE: JANUARY 7 2008

#### ENTRY AND EXIT PROCEDURES DURING SCHOOL HOURS: 7:30 A.M – 3:30 P.M.

All visitors [including parents of students] to the parish and school during the hours indicated above will enter through the west doors to the parish center desk. Only students and disabled persons will be permitted to enter and exit the school from the car line through the gym foyer door. Parents of students wishing to enter the school *for any reason* will be required to comply with the registration procedure as described below. No exceptions will be permitted. School staff will monitor the gym foyer door at student entry in the morning and exit in the afternoon. During recess teachers will remain at classroom and the gym foyer door until all students have exited and reentered.

On entry to the parish center all visitors to the parish or school without exception will be required to register and accept numbered identification from the security personnel to be returned upon exit. Access to the parish or school facilities will be granted only on compliance with this procedure. *Following registration all school visitors will be required to go to the school administration office.* Failure to surrender numbered identification to the security personnel upon exit will entail suspension of visiting privileges to both parish and school until returned.

No registration will be required for attendance at liturgical services [Mass / Penance Services / Funerals].

#### ENTRY AND EXIT PROCEDURES AFTER SCHOOL HOURS: 3:30 P.M. – 5:30 P.M.

From 3:30 p.m. to 5:30 p.m. all visitors [including sports personnel and students and teachers in the Religious Education Program] will enter and exit through the doors to the parish center. No registration will be required.

#### ENTRY AND EXIT PROCEDURES AFTER 5:30 P.M. UNTIL 10:30 P.M.

**After 5:30 p.m. the west door to the parish center desk will be locked and the gym foyer door will provide sole access to and exit from school and parish facilities. No registration will be required.**