



STATEMENT OF POLICY

It is the policy of Connected Circles to provide a safe environment for students and employees while facilitating access to school buildings, premises and equipment by authorized users. The safety and security of the school's physical space and assets is a shared responsibility of all members of the school.

Definitions

1. **School site:** school building(s) operated by Connected Circles.

Administrative Responsibilities

The director or designee, will develop procedures to ensure:

1. Access control procedures are established to address the design, administration and management of access control systems and measures. The director or designee, must determine and assign access-control privileges based on the specific needs and requirements of the school and the electronic identification/access badge.
2. Connected Circles serves a population of students who have experienced significant adversity causing them to feel the need to maintain control and autonomy over their environment. The nature of our program allows students to move about our campus as needed for self regulation (i.e, some students use nature and the outdoor space to take space). Connected Circles recognizes the need to leave the main building unlocked to allow for students to feel they are free to move around the space and are not "locked in." Students may experience a sense of abandonment or rejection if/when they attempt to re-enter the building and it is locked. Therefore, we believe that it is in the best interest of our population to remain unlocked. Our entrances (beginning at the driveway) are closely monitored by staff and security cameras.
3. Regulation of visits to the school by parents, community members or general public.
4. All visitors check in at a centralized location prior to gaining full access to the school or office site.
5. Connected Circles maintains a log showing the names of visitors and the date, time and purpose of each visit.