
ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

Signing In and Out of CMCSS School Buildings

It is the policy of Clarksville-Montgomery County School System for all employees not assigned to the specific school to enter the main entrance and sign in at the front desk when performing work. Exceptions will be made for CMCSS Maintenance, Warehouse and Food Service employees provided they are wearing a CMCSS issued uniform and a CMCSS identification badge. Other Food Service staff may enter through the kitchen entrance, provided they are not entering the main building area. All employees must wear CMCSS issued identification badge during the school day and normal business hours.

It is also a requirement of this policy that no entrance of the building be left unsecured (i.e. propped open) for the purposes of allowing entrance to the building during school hours. Any employee aware of this condition must close the door securely and report this to the building principal immediately.

Implementing Procedures: None

Associated Documents: [SAF-P007](#) Standard Operating Procedures for Safety Measures

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/5/15		Initial Release
4/18/16	A	Added statement regarding food service workers entering through kitchen.

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