

UPDATED VISITOR AUTHORIZATION POLICY for Re-opening In Phase 2

Mandeville Middle School looks forward to the time when we can once again welcome parents and others to visit our school campus. Until that time, however, the following procedures are in place:

- No one but employees and students are currently permitted on campus.
- The front entrance is locked. If you need to contact the office, please read the posted signs and knock or call the school number, 985-626-8778, to notify staff you are outside.
- **All** visitors will be asked to show identification.
- Depending upon the nature of your concern, the front office staff will handle your needs through window access or meet you in the front office lobby.
- Any individual permitted to enter the lobby area will be temp checked and wellness screened prior to moving further into the front office for handling your particular need.
- Only visitor personnel deemed essential as per school board and LDOE guidelines will be permitted in any other part of the school building beyond than the front office counter.
- **All** visitors must depart the building and grounds as soon as their official business is completed.
- Because of the high priority we place on school security, we ask that all visitor procedures be followed. Failure to comply with these procedures may result in the penalties provided by the La. Ref. State. 17:416.8