**Procedure for UNKNOWN PERSONS**

1. Staff will ask the person to identify themselves and show copy of their I.D.
2. Staff will ask the purpose of their visit to determine if they need to let them into the building/classroom area.
3. If person is deemed “not authorized,” they will not let them in and will ask them

to leave the premises.

4. If they do not leave the premises, 911 will be called.

5. Managers will be notified.

6. Parents and staff will be notified of the incident, *if necessary.*