



Visitor Sign-In Procedures for **ALL** Bethel Park Schools

The following sign-in procedures have been adopted for **ALL** visitors to Bethel Park schools. We appreciate your cooperation as we continue to provide a safe environment for our students and staff.

1. ALL visitors to Bethel Park schools will report directly to the main office upon entry into the building.
2. Visitors will log-in their name, date, time and reason for visit on a standardized log-in sheet in each school office.
3. The building secretary will verify the information is complete and will obtain photo identification from the visitor, which will be held in the office for the duration of the visitor's time in the building.
4. Visitors will be issued visitor's tag that must be worn visibly during the time of the visit.
5. At the conclusion of the visit, the visitor will return the visitor's tag to the office, log out and their photo identification will be returned to the visitor.

Thank you for helping us to keep our children safe!