

Protocol for Visitors entering the Quincy Public Schools

1. Please use the intercom buzzer to communicate with office staff.
2. State your name and your purpose for being at the school.
3. Remove hats, hood, sunglasses etc.
4. If office staff cannot see you, you will be asked to look into the camera to be identified.
5. Please have an ID (Identification ready to be shown to school personnel when you enter the school, driver's license/picture ID etc.)
6. Report immediately to the school office to sign in.
7. Once you are signed into the school you will be given an ID badge with the date, time and who you are here to see. The visitor badge must be visible at all times.
8. When leaving the school you will also need to sign out at the school office and return your visitors badge.
9. Failure to abide by any of the above requests will result in denied admittance into the school and you will be ordered to leave the school property immediately.
10. Students will enter the building through the gym entrance. Parents are not allowed to enter the school through this entrance.
11. Late students will enter the school through the main office door.
12. In cold or inclement weather students are to report to the gym. Parents may not enter the school at this time.

Thank you for your cooperation with this safety protocol.

Michael Draicchio Director of Safety, Security & Transportation Quincy Public Schools