

Mrs. Laura A. Winters
Superintendent of Schools

The Lakewood School District is committed to the health, safety, and wellbeing of all students, staffs, volunteers, visitors and their families. We take seriously our responsibility to ensure a healthy and safe learning and working environment.

It is important that all staff members understand their responsibilities in regard to health, safety and wellbeing within the Lakewood School District.

Staff members may **not** bring any unauthorized person (s) into any Lakewood School District school/building for any reason before, during, or after school hours without the written consent of the Superintendent. Failure to comply with this mandate may result in disciplinary action, up to and including, termination of employment.

Any person (s) who has ANY contact with students must have a cleared criminal background check and receive BOE approval. All staff members **MUST** adhere to this policy.

Any staff member that does not have a Lakewood School District ID badge clearly displayed will be required to show photo identification to our Security Specialists.

All School District staff members are responsible for:

- Parking their motor vehicle in an appropriate parking space.
- Displaying their Lakewood School District Parking Permit.
- **Displaying their ID Badge at all times during the school day.**
- Swiping their ID Badge to enter their assigned school.
- Keeping doors locked at all times. Doors may not be propped open during the school day, evenings, or weekends (privileges to Coach or use school facilities may be revoked).
- Emergency/ Fire/lockdown drill procedures

All substitute teachers must display a Source 4 Teachers ID Badge at all times.