

Dexter Elementary School

Named in Honor of
MAJ Herbert J. Dexter

Posthumously Awarded the

DISTINGUISHED SERVICE CROSS FOR HEROISM

Binh Khe, Vietnam

18 September 1965

Major Dexter was a member of the *Screaming Eagles* of the 101st Airborne. Losing his life in heroic action during the Battle of An Ninh, Major Dexter was posthumously awarded the Distinguished Service Cross. Our mascot, Herbie the Eagle, and our school colors of red, white and blue, appropriately represent the courage and bravery of our namesake, Major Dexter.

Faculty Handbook
2012-2013

DEXTER ELEMENTARY SCHOOL

99 Yeager Avenue
Fort Benning, GA 31905



School Mascot
Herbie the Eagle

School Colors
Red, White, and Blue

Fridays are Spirit Days!
Wear your Dexter Eagle Pride T-shirt!

Office Phone: 706.545.3424 School Clinic: 706.545.7770
Office Fax: 706.545.9106 Cafeteria Office: 706.545.7772

SCHOOL HOURS

<u>Grade</u>	<u>M, W, Th, F</u>	<u>Tuesday Only</u>
Pre-K (AM Session)	8:45 – 11:15	8:45 – 10:30
Pre-K (PM Session)	1:00 – 3:30	12:30 – 2:15
K – 5 th Grade	8:45 – 3:30	8:45 – 2:15

**DEXTER ELEMENTARY SCHOOL
FT. BENNING, GEORGIA**

Mission, Vision, and Beliefs

Dexter Vision Statement:

Dexter School – where we learn from the past to create our own future

Dexter Mission Statement:

Dexter School provides a safe and supportive learning environment enabling military children to develop to their fullest potential. We offer all students the opportunity to achieve the skills and confidence necessary to develop into independent thinkers – capable of creating a vision for their future.

DoDEA Mission Statement:

To provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

This We Believe

1. We believe in a shared vision.
2. We believe that children should be active participants in their own learning.
3. We believe that critical thinkers work cooperatively and independently in society.
4. We believe that parental and community support is critical to student achievement.
5. We believe in a safe and orderly school environment.
6. We believe in supporting an environment that is both appreciative and tolerant of diversity in a rapidly changing society.

ABSENCE AND LEAVE

EACH EMPLOYEE WILL:

Request leave sufficiently in advance to permit proper planning of work assignments and equitable decisions on scheduling and granting leave. Please fill out leave slips that are available in the main office (SF-71) and bring them to the office.

Report illness or need for emergency absence to the principal prior to the normally scheduled reporting time. Call Risepa McMoore 706-221-0368 before 0700 and she will arrange for a substitute teacher. Teachers are not to arrange their own substitute teachers nor speak to any substitute teacher about coverage.

When possible, request advance approval of leave for prearranged medical, dental, or optical examination or treatment. Additionally, *when possible*, schedule such appointments during off-duty hours or non-workdays, and not during teacher training time.

DEFINITIONS:

Absence Without Leave (AWOL): Unapproved absence from duty, without pay.

Excused Leave: Employees may be granted excused leave for the following reasons: blood donations for which the employee is not compensated adverse weather conditions, acts of nature, military necessity, jury duty, attendance at conferences, or other reasons as approved by the Agency. Approved late arrivals or early departures shall not exceed 59 minutes. Excused leave is granted only on a non-recurring basis.

Personal Leave: Three (3) days are earned in one school year and are cumulative to six (6) days. Personal leave may be granted without divulgence of reason, and should, whenever possible, be requested in writing **at least two (2) days in advance**.

Sick Leave: Sick leave is granted for sickness, injury, or maternity; examinations or treatments for medical, dental, or optical; exposure to contagious diseases; or illness or death in the employee's immediate family. Employees may be required to submit a medical certificate in substantiation of each absence of excess of four consecutive days.

Contagious Disease: A disease which is subject to quarantine or which requires isolation or restriction of movement by the health authorities having jurisdiction.

Approval of Leave Without Pay (LWOP) Requests: Regulations are explicit regarding granting LWOP to educators. Specifically, LWOP is not appropriate, and should not be approved, for vacations, attendance at weddings, ski trips, visits of relative, and personal business. Personal leave should be used for these types of events. LWOP may be granted by the principal for the following reasons: birth of a child and/or care of a newborn; placement of a child with the employee for adoption or foster care; care of a

spouse; child, step-child or parent of the employee for serious health conditions; professional conferences and educational purposes.

CHILD ABUSE REPORTING PROCEDURES

If you suspect any type of abuse to a child, the expectation is to report this immediately to the school nurse and/or the principal. The nurse and/or principal will follow up with the situation.

A Department of Defense Child Abuse and Safety Violation Hotline has been created for reporting allegations of child abuse. The number is **1-800-336-4592**.

CLASS ATTENDANCE

Classroom teachers will be required to report student attendance in SMS. Please put students in SMS no later than 8:50. The secretary will put students who come in after 8:50 into SMS. The Secretary will also update SMS as students check out.

In addition, teachers may want to maintain attendance in their class record book. When absences become excessive, the teacher should contact the parents via phone. If you are unable to reach a parent, please advise the principal and the office/administration will assist.

CLASS SUPERVISION

Each teacher is responsible for the supervision and welfare of his/her assigned students. **Students are never to be left unattended – Do NOT put students in the hall for disciplinary reasons** In addition to routine classroom supervision, teachers are expected to provide supervision for their classes at the following times:

1. After lunch when the class convenes at their designated area, please be prompt in picking up students.
2. To and from special events when most of class is involved.
3. To and from special area classes.
4. During school-wide assembly programs.

CLASSROOM SECURITY

ROOM SECURITY - When leaving your room for any extended period of time (lunch, etc.) make sure room is secure.

The following may help you:

1. Close your classroom door when you leave it for extended periods.
 2. Never leave children unsupervised in the classroom.
 3. Announce to the children that they are not to bring large sums of money or valuables to school.
 4. Lock your valuable items in cabinets when possible.
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CONFIDENTIALITY

Under no circumstances should any school employee discuss the behavior, lack of academic progress, special problems or needs of any of our children that may reflect on them or their family in a negative way. Also, please keep in mind that we are all colleagues and should refrain from making negative comments about each other. However, generalized positive comments hurt no one. 😊

Privacy Rights

Access to student records is limited to parents or guardians, individuals having written consent, the student's parents, and school officials who have been determined to have a legitimate educational purpose in examining the records. All requests to view student records must come through the principal. Neither verbal nor written information about a child should be given to non-school agencies without prior approval of the principal.

CONTROVERSIAL SUBJECT MATTER

Any subject that you are presenting in your class and that you feel might be of a controversial nature should be explained to the parents of your students, as a courtesy, so that they may have the option of keeping their children out of that particular class.

For example: If you are showing a film or discussing a controversial topic, you should send a notice home to the parents explaining:

1. Who is presenting the topic.
2. What the topic is.
3. When it will be presented.

The administration is to be advised of matters in the above before notices are sent home.

CORPORAL PUNISHMENT

No corporal punishment will be administered to any pupil, preschool through grade 12, in any DDESS school.

CUSTODIAL SERVICES

Should you have any concerns or complaints regarding the cleaning services, please contact the office as soon as possible. You may also email concerns to the office.

DDESS PERFORMANCE APPRAISAL

A. PURPOSE

Performance appraisal and the resulting rating are integrated parts of the DDESS personnel management program. The performance appraisal process shall be used for improving performance to more efficiently accomplish the mission of DDESS. The performance appraisal results will be used to strengthen supervisor-employee relationships, improve individual performance by keeping employees aware of their supervisor's judgments on their work performance, recognize and reward those whose performance so warrants, and to help in the decision-making process for remedial or

developmental training, reassignment, promotions, reduction-in-grade actions, retraining and removing employees.

All teachers will receive an evaluation at the end of each school year. To support this evaluation, announced and unannounced observations will be made by the administration.

DUTY DAY

The duty day for teachers will occur between the hours of 8:15 and 3:45. During periods outside of scheduled instructional time, planning periods and lunch, the agency reserves the right to convene with teachers for an Agency Assigned Duty Period.

SCHOOL DISCIPLINE PROCEDURES

Every attempt to handle discipline should be exhausted prior to sending a student to the office. If you need administrative support please contact the principal and he will come to your class. If the administrator is unable to be reached, contact the office. The office will locate the principal for assistance.

IN-SCHOOL SUSPENSIONS and SUSPENSIONS will be assigned by an administrator.

EMERGENCY PROCEDURES

Emergency Evacuation in case of Bomb Threats and Acts of Terrorism.

I. GENERAL - Given our present day tension-filled world, there is an ever increasing threat of acts of terrorism. Therefore, prudence requires that we be prepared.

II. BOMB THREATS

In the event a bomb threat is received by **telephone**, the individual receiving the telephone call should attempt to record as much information as possible. The following information regarding the call and the caller should be obtained if possible:

THE CALL

- Time call received...
- Exact words of the person making the call...

- Specific location of the device...
- Time of detonation of the device...
- What is the nature of the device? Can it be moved?
- Reason or motive of threat...
- Who does the caller represent?
- Who is the caller (was a name provided)?

THE CALLER

- Sex of the caller...
- Approximate age of the caller (make an educated guess)...
- Any accent detected...
- Emotional state of the caller...
- Intelligence/educational level of the caller (make an educated guess)...
- Background noises detected...
- Was the caller convincing/did the caller sound credible?
- Was the voice familiar?
- Other information...

In the event a bomb threat is received in **written form**, the following steps will be taken:

- Handle the contents carefully and try to remember where your fingers touched it.
- If the letter is handed to you, try to remember who handed it to you.
- Give the letter **IMMEDIATELY** to an administrator
- The letter will then be given to military authorities.

BOMB THREAT PLAN

- The person receiving the call should:

1. Remain calm and courteous,
 2. Notify supervisor/co-worker, if possible,
 3. Ask questions about the bomb,
 4. Listen for identifying noises,
 5. Signal a co-worker to call the MPs (545-5222 or 911),
 6. Do not hang up the telephone,
 7. Prepare Bomb Threat Report Form.
- The person who received the call should, once the call is terminated, immediately notify the principal or designee.
 - The principal or his/her designee should immediately call the Fort Benning MPs (545-5222 or 911).
 - **DO NOT USE ANY MOBILE COMMUNICATIONS DEVICES, PERSONAL OR SCHOOL ISSUED. CUT OFF ALL CELL PHONES IMMEDIATELY.**
 - If there is any indication of imminent danger, evacuate immediately. Staff will be notified by Principal/designee.
 - If a decision is made to evacuate, standard fire drill procedures will be followed. Be sure occupants are evacuated to a safe distance away from the building.
 - If a suspicious parcel is observed, **DO NOT TOUCH IT OR ALLOW ANYONE ELSE TO TOUCH IT**, evacuate immediately, and notify the Fort Benning MPs at 545-5222 or 911.
 - Occupants should return to the building only when directed by the Fort Benning MPs or the principal or designee.
 - The principal or designee will notify the Superintendent's office of the situation.

III. FIRE DRILL PROCEDURES

Please follow the rules listed below for evacuating the building for a fire:

- a) Fire Drills will be conducted by the installation's fire department monthly except during August. Four drills will be conducted that month. Drills are unannounced to students.
2. Teachers will ensure that all classroom doors are closed and that no pupils are left in classrooms when evacuating building.

3. Upon sounding of the fire alarm, students will be evacuated from the building by the most expeditious route (posted in each classroom) and marched to a pre-designated area.
4. Students will walk at a fast pace from the building. There should be no running, playing, or talking during the evacuation.
5. Teachers must ensure that all students are present. Designees are assigned to collect counts of present and absent students to deliver to the secretary.
6. To avoid the possibility of an accident, strict discipline and close supervision must be maintained by the teacher during each building evacuation.
7. Evacuation procedures for any handicapped students must be provided as appropriate.
8. Teachers should, if possible, have an alternate exit route planned.
9. All teachers should conduct a brief program on fire safety and appropriate exits for all students by the end of the first week of school.
10. In the event of a drill during outdoor physical education classes or recess, students on the play fields should “freeze” until the all-clear signal.

Checking to ensure areas are clear:

Media Center: **Mr. Ingram**

Gym: **Ms. Richards**

Administrative Offices: **Ms. McMoore**

All restrooms: **Custodians**

****When the building is evacuated, fire marshals should make a quick check of their areas to insure the area is vacated. Teachers should always take class rosters with them. Teachers should give the classroom count to the designated personnel.****

IV. INTRUDER/HOSTAGE SITUATION

**ARMED OR DANGEROUS INTRUDER ON CAMPUS
AND OTHER POLICE EMERGENCIES**

- Contact Fort Benning MPs.
- Notify the principal or designee. They, in turn, will immediately contact the Superintendent’ office.
- Designate a location (interior or exterior) for a command center until the MPs arrive. Document all decisions made and all actions taken, noting time of action or decision.

- If the situation warrants, an announcement should be made for all classrooms to be secured (locked), for the lights to be turned off, and the students to be moved away from glass doors and windows. The announcement should be: “**Teachers, please initiate lockdown procedures.**” **DO NOT** use the fire alarm system to evacuate students and school personnel.
- Control access to buildings by the potential offender by locking doors.
- When MPs arrive at the scene they will take control of the situation and work closely with school officials.
- Access to crime scenes should be limited to those in authority. Keep parents and friends of the family out beyond parameter. The Public Affairs Office will establish an information collection/distribution point. Liaison personnel will need to know where that point is located.
- After consulting with MPs, the principal or designee will determine when it is safe to return to the area. The principal or designee will not disregard the advice of MPs.
- The principal or designee should notify the school’s Crisis Team Leader to activate an intervention plan for other students, as needed. The Crisis Team Leader should contact the school psychologist or the lead psychologist for backup, if needed.

HOSTAGE SITUATION

- Notify the principal or designee.
- The principal or designee should immediately contact the Fort Benning MPs at 545-5222 or 911.
- The principal or designee should immediately contact the Superintendents’ office.
- Document all decisions made and all actions taken, noting time of action or decision.
- Avoid confrontation with the intruder before MPs arrive.
- The principal or designee should make the following announcement over the intercom. “**Teachers, please initiate lockdown procedures.**” Upon hearing this announcement, teachers should not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from windows and doors. Students should only be allowed to leave the classroom when

- the all clear is given or when directed to move to another location by MP personnel.
- The principal or designee should monitor hallways and other areas of the building and to direct students to a safe area until MPs arrive.
 - Teachers must take an accurate count of their students.
 - A list should be made of those being held hostage.
 - The principal or designee should (Response Team Checklist) act as a liaison with MPs.
 - The principal would plan how to inform the families of students and school personnel that are directly affected.
 - The principal or designee should instruct office staff as to appropriate information to give to any in-coming calls. If no instructions are provided, the response should be “Please contact the Fort Benning District Service Office at 545-7276.” Make no other comment.
 - All media contacts should be referred to Fort Benning District Service Office at 545-7276.
 - The principal or designee should notify the School Response Team to activate an intervention plan for other students and school personnel, if needed. The Crisis Team Leader should contact the school psychologist or the lead psychologist for backup, if needed.

V. SEVERE WEATHER WATCH

This watch indicates the possibility of severe weather developing in the area. Upon notification, teachers should review procedures with students and continue with classroom procedures.

SEVERE WEATHER WARNING – GENERAL PROCEDURES

This indicates the presence of severe weather in the area – tornadoes, thunderstorms, high winds.

- Teachers are to relocate all students to inside corridors or designated areas.
- During the warning, students should face the inside wall away from windows in a kneeling position.
- Students remain quiet and orderly.

If a severe weather warning is issued at the end of the day, students should be held in the classroom or other designated areas until advised by an administrator to release them or they are picked up by parents.

During severe weather warnings, all school personnel shall provide assistance to classroom teachers in the overall supervision of students.

In the event of a power outage, the principal or designee will keep you informed of procedures, announcements, etc.

Please place all emergency evacuation plans in your substitute packet.

EMPLOYEES' CHILDREN

Children of employees should not be brought to the workplace on staff workdays. Please make arrangements for your own children to be supervised in another manner during duty hours. **If an exception to this policy is needed, please see the principal.**

EXTRA DUTY COMPENSATION

The rate for extra duty compensation pay has been established in the Master Labor Agreement. The District Superintendent and Director DDESS establish and approve categories of activities that may be compensated by extra-duty pay. Extra duty positions available at Dexter Elementary School will be posted for application.

FACULTY MEETINGS

Faculty meetings will occur each Tuesday during Early Release time. Meetings will begin at 2:30 and end no later than 4:15. **Please try to avoid scheduling personal appointments for the Tuesday early release days.**

LESSON PLANS

Lesson plans should be prepared for the following week. Plans for the week should be forwarded to the office either via hard copy or email by the close of business on Thursday of the week preceding the lessons (**unless the principal says otherwise**). This is a means of monitoring the instructional program to ensure our instruction is congruent with DoDEA standards. Minimal requirements for lesson plans are noted in each staff member's specific standards.

Although many educators write specific plans for substitutes when they anticipate an absence in advance, there are times when we cannot anticipate an absence. In those cases, substitute teachers and/or administrators should be able to easily follow daily lesson plans. Please be sure your sub folders include emergency plans, emergency work for students (in the event of an unexpected leave).

Lesson plans should be updated as necessary.

MIDTERM INTERIM REPORTS

If you find that a student's grades drop significantly during the grading period, be sure the parent is informed. There should be no surprises to parents at the end of the grading period.

PARENT CLASSROOM VISITATION

All parents are welcome to visit classes. Anything we can do to stimulate the interest of the parents in school work will be a help to both the pupil and the teacher. Parents must come to the front desk and get a school pass before entering the classroom for class observation. Parents must not use the time to discuss individual problems. Those problems must be discussed before or after school. We *strongly* encourage parents to make an appointment to visit classes.

PARENT CORRESPONDENCE

Please share a courtesy copy of all parent newsletters or general notices.

All letters or emails to parents on an individual basis are to be shared with the administration if you feel the topic to be sensitive or controversial.

PARENT TEACHER COMMUNICATION

Parents and teachers are, ideally, partners in the cooperative enterprise of assisting and giving students the opportunity to gain maximum possible benefit from the school experience.

To insure the best possible parent-teacher relationships, teachers should:

1. Meet early in the year with the parents of your students. A Sneak-A-Peek is scheduled prior to students' first day of school.

Suggestions for discussion with parents:

- a) Explain what you and the school expect to be accomplished during the year.
 - b) Describe to parents how you intend to go about accomplishing these goals.
 - c) Explain why you are going about it in a certain way.
 - d) Point out what they can do at home to assist you and the student in this endeavor.
2. Encourage the parents to visit you, your classroom, and to become involved in special projects and instructional activities.
3. Keep parents informed throughout the year concerning what your class is doing.
4. Invite parents to have conferences with you before your relationship with a particular student reaches a crisis point. The conference should be most productive when:
 - a) Parents and students are made aware in advance of your reason for requesting the conference.
 - b) Parents and students are given an opportunity to indicate concerns and questions they would like to discuss.
 - c) The students' strengths are emphasized.
 - d) Weaknesses are discussed constructively (with an explanation being given as to what assistance you have given to help the student to overcome them).
 - e) Specific suggestions are made to parents regarding ways in which they can assist the students with what you are trying to accomplish.
 - f) The conference ends with positive and encouraging comments.
 - g) An invitation for future visits to the classroom is extended to parents.

The majority of parents cooperate willingly and productively with faculty members. Most of them are sincerely concerned about their child's progress in school. In those cases where this tends not to be the case, the following guidelines or procedures should be followed:

1. In the event that continued difficulty is encountered in trying to arrange a conference with a parent, request assistance from the administration.

2. All possible efforts should be made to prevent an on-going parent-teacher conference from becoming negative or hostile in tone. Should feeling become difficult to cope with despite efforts taken, suggest to parents that the conference be continued at another time. Reschedule the conference for a later date.
3. Parents who approach a faculty member in anger should be dealt with calmly. However, you are not expected to take abuse and may ask an administrator to intervene at once. Do not hesitate to do this.
4. If an issue being discussed with a parent cannot be resolved, suggest arranging for a three-way conference to include an administrator. The teacher should take the initiative for arranging the conference to insure follow-up.

The following procedure should be used when parents contact the Principal with concerns regarding a faculty member:

1. After determining the nature of the parents' concern, the question is asked, "Have you discussed this with the teacher concerned?" If not, the parent is advised to do so.
2. If it subsequently becomes necessary to schedule a conference with the Principal, one is usually arranged with the parents. The faculty member involved is notified in order that he/she may be present when requested.

Each case is handled on its own merit in terms of the student's welfare and best interest. Every possible effort will be made to resolve the issue in a manner which is supportive to the faculty member concerned.

RELEASE OF STUDENTS DURING SCHOOL TIME

No student will be released from the school or classroom to any adult other than the parent or guardian except with written permission. Parents are requested to report first to the front desk to "sign out" the student. The student will be called to the front to be released.

REPORT CARDS

Report cards will be issued at the end of each marking period. Report cards will be issued on the following dates:

Friday, October 19, 2012

Friday, January 18, 2013

Friday, March 29, 2013

Thursday, May 30, 2013

SCHOOL IMPROVEMENT TEAM

1. The School Improvement Team will serve as one of the faculty's lines of communication.
2. The principal will meet on a regular basis with the School Improvement Team to discuss special needs, curriculum changes/ideas, the school improvement plan, AdvancED, and concerns and issues of a general nature.
3. The School Improvement Team will also be asked to compile evidence for the continuous school improvement process.

Do keep in mind that even though there are team leaders for teacher input/communication, it does not prevent any faculty member from broaching any topic with the administration.

STUDENT SUPPORT TEAM

It is the policy of DDESS that each student will be provided an appropriate program of studies designed to foster academic and personal success. Placement of students will be considered on an individual basis. Decisions will reflect the best interest of the student. Student Support Team (SST) is designed to assist with the other than routine placement of students.

CONTRIBUTING COMMITTEE MEMBERS will consist of counselor, administrator, parent, current teacher, and other personnel, as appropriate.

STUDY TRIPS

Study trips can enrich the curriculum and make subjects "come alive" for students. All trips should be related to curricular studies and be closely tied to units of study. Careful planning will ensure that trips are meaningful and relevant experiences for children. Teachers should be familiar with the places they choose to visit before scheduling trips. Please follow this guideline when planning study trips:

1. Submit a request for a study trip to the Principal two weeks prior to the trip. Forms are located in the workroom.
2. After receiving approval, submit the transportation request to the school secretary.
3. Be sure the trip is listed on the Master Calendar (in the office.) The administration will list the trip in the Morning Note.
4. Be sure to send a letter to parents, informing them of the details of the trip.
5. Plan activities to prepare the students for the trip and follow-up activities after the trip.
6. Chaperons must be arranged from parent volunteers.
7. Adequate chaperone coverage will usually be about eight students to one chaperon. Additional chaperons may be necessary depending on the composition of the classes.
8. Teachers are to take school phone numbers and the campus cellular phone to notify the school of problems – i.e., bus problems, late return. Additionally, a first aid kit is to be taken in case of an emergency.
9. Know where you are going. A driver may know what town to go to, but not the exact place. Before returning to school, be sure all students are accounted for (roll call, head count, buddy system). It is your responsibility to ensure that the bus returns to school before dismissal. If a trip is planned with an after school return, it is the staff member's responsibility to see that all students are picked up.

10. ENJOY YOUR TRIP!!!

SUBSTITUTES AND SUBSTITUTE FOLDERS

SUBSTITUTES:

In the event of an illness requiring the use of a substitute on a short-notice basis the Principal should be notified as soon as possible.

Request for Personal Leave, or any special needs leave should be made as far in advance as possible on the leave slip located in the office. Any concerns with the performance of a substitute in your room during your absence should be shared with the administration.

SUBSTITUTE FOLDER PLANS:

In addition to clear and specific lesson plans all teachers should have a Classroom Management Plan (substitute folder) in a convenient location. This should contain the following information and materials:

- An up-to-date seating chart, names on desks or class lists
- Applicable names of books currently used
- Daily lesson schedules.
- Duties (if any).
- Any specific information on special pupils (if any).
- Additional worksheets to use if needed by the substitute.
- Additional suggestions and materials for projects.
- Schedule for students going to special classes. (SPED, Speech, Gifted, Read 180, ETC.)
- Teacher roster and rooms.
- Fire drill/emergency procedures.
- Information concerning reporting of attendance, classroom procedures, lunch, restrooms, and dismissal procedures.
- Location of classroom materials.

VISITOR'S PASS

No parent/visitor is to come to your classroom without a pass.

Should a visitor arrive without one, simply inform them that it is School Policy and you cannot conduct business of any type unless you receive a pass. This is not only a security precaution, but prevents interruption of classes as well.

Visitors should return the pass to the office before leaving.