



To Logan family, friends and visitors

To ensure the safety of our students the following procedures are in place.

LOGAN HIGH SCHOOL

FRONT DOOR PROCEDURES

FOR ALL VISITORS TO LOGAN HIGH SCHOOL

*YOU WILL BE ASKED WHY YOU ARE HERE AND WHO YOU WILL SEE.

*YOU WILL BE SIGNED IN AND RECEIVE A LOGAN VISITOR STICKER.

*YOU WILL BE INSTRUCTED TO REPORT TO THE MAIN OFFICE FOR ASSISTANCE.

*YOU WILL BE SIGNED OUT WHEN YOU LEAVE.

*ITEMS BEING BROUGHT IN FOR STUDENTS SHOULD BE LEFT AT THE FRONT DESK WITH THE STUDENT'S NAME ON THE ITEM(S).

NOTE: NO FORMER OR 'OTHER SCHOOL' STUDENTS ARE ALLOWED TO VISIT DURING SCHOOL HOURS. IF YOU HAVE A NEED OR DESIRE TO MEET WITH A LOGAN STAFF PERSON, PLEASE CALL OR EMAIL THAT PERSON FOR AN APPOINTMENT. ALL CONTACT INFORMATION IS ON OUR WEBSITE.

<https://www.lacrosseschools.org/logan-high/>

Thank you all for your patience and understanding. Together we can work to ensure the safety of our Logan Family!

***DOOR STAFF SHOULD FILL OUT *IN TIME, DATE, WHEN VISITOR ARRIVES AND OUT TIME* WHEN VISITOR LEAVES.**

***ASK THE VISITOR TO MAKE THE STICKER VISIBLE.**

***INSTRUCT THE VISITOR TO REPORT TO THE MAIN OFFICE.**

***ITEMS BEING BROUGHT IN FOR STUDENTS SHOULD BE LEFT AT THE FRONT DESK WITH THE STUDENT'S NAME ON THE ITEM(S) OFFICE STAFF WILL PICK UP PERIODICALLY.**



THANK YOU!