



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

VISITOR MANAGEMENT PROCEDURE | 5012.8

The following procedure applies to all regular visitors into Red Clay Schools during the regular school day. After school activities do NOT require the office staff to retain photo identification or require the use of the yellow lanyards as described below. The procedure may be suspended ONLY at the direction of the building administrator for special events which involve a significant number of visitors therefore making it impractical to apply the normal procedures. If suspended, plans should be made to ensure added security to monitor the movement of visitors in the school and limit access to students.

When a visitor uses the outside intercom to request access to the school:

- When a visitor requests access to the school, *visually check the monitor to observe the visitors (number of visitors, clothing, anything unusual)*
- Ask the visitor if you can help them?
- If the visitor has a reason to enter the school, advise them to come to the office to retrieve a visitor's badge. Activate the door release and let them enter the school.
- Upon arrival in the office ask the visitor for identification and to sign in the visitor's log.
 - If the visitor states that they do NOT have a photo identification, ask for any form of identification that includes their name (health care card, prescription card, EBT card)
- Verify that the name on the log matches the identification the visitor presented.
 - *If the visitor is asking to have contact with a student or retrieve a student, perform an E-School search to verify that they are permitted to contact the student.*
- If the visitor is NOT entering the school, return their identification and allow them to wait in the office.
- If the visitor IS entering the school, advise them that you must hold on to their identification until they return their visitors badge at the end of their visit.
- Place the identification in the visitors id file and give them a color coded visitor's lanyard and ask them to display the lanyard during the length of their visit.
- The id file should be placed in a secure location that is convenient for the staff but does not allow access by other visitors or staff.
- *In the event of an emergency requiring evacuation insure that the visitor's id file is taken outside to the rally point for accountability purposes during the emergency.*
- Insure that visitors return the color coded lanyard before returning their identification.

Office Responsible
References

Authorizing Code
Assistant Superintendent
N/A

RCCSD Board of Education Policy 5012

Issued October 5, 2016
Revised N/A



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- At the end of the school day, inform visitors to return their lanyards in order to receive their id prior to the staff leaving at the end of the workday.

Schools should maintain only two sign in books, one for visitors and the other for District employees. District employees, such as IT technicians, maintenance technicians or special services employees, should all sign in using the District employee book.

Office Responsible	Authorizing Code	RCCSD Board of Education Policy 5012	Issued	October 5, 2016
References	Assistant Superintendent		Revised	N/A
	N/A			