



## ***Brandywine School District: Visitor Sign-in Procedure***

Welcome and thank you for visiting the Brandywine School District. The District has implemented new visitor procedures to ensure the safety and security of all students, employees, and visitors to our buildings. The district-wide procedures outlined below are required and will be enforced without exception. Thank you in advance for your understanding, support, and partnership in keeping our schools safe for all.

**Plan Ahead:** Program and classroom visits, as well as building tours during the school day, must be scheduled in advance. Please call the main office directly to schedule. Requests to meet with a teacher or staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements.

Parents/guardians who are dropping off items for a student in the main office, and who will not be proceeding into the building, may do so without advance notice.

**Secure Entrance:** All visitors are asked to enter the school/program through the main entrance and report to the main office. For the safety of all students, employees, and visitors, all exterior entry doors will be locked. Students and staff have been directed not to allow access to visitors through any doors other than the main office. All schools in the Brandywine School District have main offices that are equipped with locking mechanisms that control access to the portion of the building containing students. To gain access to student portions of the building, visitors will be asked for a legal photo identification card (drivers' license, military ID, other government issued ID). The identification card will be scanned using the District's visitor management solution, SWIPE K12. The system will electronically record the visit start and end times, print a visitor's badge that must be worn displaying name, date, time, destination, and picture, and complete a background check against the National Sex Offenders Registry. Individuals who are unable or unwilling to provide an ID will be escorted by a district employee at all times.

The District reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

**Visitor Badge:** The visitor badge must be displayed and visible at all times during your visit. For the safety of students, employees, and other visitors, please be aware that our staff have been trained to approach and question visitors who are in the building and not wearing an ID badge.

**Student Release:** The District will only release students to their legally authorized parents or guardians or to those authorized on the student emergency card by the parent/guardian. In all cases, the District will not allow release without verification of identity from a legal photo identification card such as a driver's license, military identification card, or other government issued identification card (employee identification badges are not acceptable forms of identification).

**Leaving the Building:** At the completion of your visit, you will be required to return to the main office and sign out. Your cooperation in signing out allows us to ensure an accurate accounting of all building occupants at any given time.

**Video surveillance:** Please note that our buildings are under video surveillance.

**Packages and bags:** BSD reserves the right to examine any packages or bags that are brought onto district property.