

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 1.501.1

## Visitors to the School

July 24, 2024

When receiving and directing visitors in the schools, the principal will ensure that the following actions are completed:

1. Signs are posted at all entrances directing visitors to report to the main office.
2. Visitors are welcomed in the school office.
3. Visitors are required to sign-in using the Raptor Visitor Management System. The Raptor Management System requires a visitor to provide a name, date of birth and a valid Driver's License. The Raptor Visitor Management System runs a background check and takes a picture of the visitor once the required information has been successfully provided.
4. Visitors are provided a pass or badge to those who are not employees or students of the local school.
5. Visitors are directed to designated areas, or when appropriate, accompanied to the designated areas.
6. Special instructions are provided for special occasions.

#### Accompanying Students to Classrooms

Special occasions may require a parent/guardian to accompany a student to his/her classroom. If so, the parent/guardian shall stop at the school office to receive a pass or badge before proceeding to the classroom.

#### Contractors and Maintenance Workers

Non-employee contractors and maintenance workers are required to complete a background check prior to working at a school facility, inside or out, while students are present. The non-employee contractor or maintenance worker will be issued a visitor badge that must be worn and visible. A non-employee contractor or maintenance worker may be on a school facility prior to completing the required background check when children are present if the visitor is accompanied by an Oak Ridge School employee.

#### Vendors

Vendors are required to enter the main entrance of a school facility and follow the same guidelines as any other visitor. Vendors wanting to speak with a school employee is required to schedule an appointment.