

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 900: MISCELLANEOUS

902.4 School Visitors

Date of Draft Version: 9.24.14
Date Reviewed by Discussion Team: 10.7.14
Date Finalized for Website: 10.30.14

The following procedures are designed to provide a coordinated and consistent response to potential crisis situations at Earlywood Education Center.

Guidelines for Visitors

Visitors and guests are welcome at Earlywood Education Center. However, in order to safeguard students and staff, reasonable precautions should be taken.

1. All visitors will report and sign in at the welcome desk. Visitors will be provided with a "Visitor" badge. Visitors should be prepared to provide identification to school personnel if it is requested.
2. Visitors to New Connections must also sign-in with the school secretary in room 450.
3. Visitors who fail to comply with these school procedures will then be considered intruders.

Procedures for Intruders

1. Visitors who fail to comply with SSJCSS visitor procedures:
 - a. Should be verbally informed they are in violation of school
 - i. Inform them by saying, **"Sir, you must sign-in, obtain a visitor's badge, and produce identification. If you fail to do so, you will be considered an intruder, and law enforcement will be called."**
 - b. If the verbal warning fails, inform nearby staff of situation and need for assistance, notify administration of the situation and continue to follow the person.
 - c. The "Lockdown" message will be announced to activate a building-wide Emergency Response Plan concerning an active violent intruder in the building.