

# Knollwood School

## Visitor Management System Information

Our school is equipped with a Visitor Management System just outside our main entrance. This system processes information that will be used to check a visitor's background against Sex Offender registries and school databases to determine if the visitor should be permitted entry into the school building. All visitors are required to present State-issued identification or Passport to enter a school building. Once approved, a badge will be printed which will allow the visitor access beyond the main office.

**In order to enter a school during school hours, all visitors will need to:**

- Ring the bell at the entrance;
- Respond to questions posed by school staff members via the intercom system;
- Scan a state-issued identification (such as a valid driver's license or passport) in the outdoor scanner;
- Wait to be cleared and buzzed into the office;
- Report to the main office to complete the entry process and receive a printed visitor badge;
- Wear the badge prominently throughout the visit;
- Return the badge to the office upon completion of the visit; and
- Exit through the main entrance.

The effectiveness of this procedure is diminished when well-intentioned visitors allow another visitor to "piggyback" on their entry by holding the door open. Although it goes against our desire to be nice to others, it is imperative that each visitor go through the screening process.

Thank you for your cooperation in maintaining these protocols for entry to our schools.