COMMUNITY RELATIONS

Visitor Identification

I. Visitor Identification Badges

A. Visitors to Prince William County Public Schools (PWCS) or other PWCS facilities are expected to immediately report to the appropriate office to discuss the purpose of their visit and to obtain a temporary/date-sensitive visitor’s identification badge.

B. The only visitors to PWCS or other PWCS facilities that are not required to obtain a visitor’s identification badge are noted below:

1. Law enforcement officers and other emergency service providers (e.g., fire fighters, EMS), when in uniform and/or are prominently displaying their badge of authority, are not required to obtain a visitor’s badge or surrender an ID, as their identity is clear. Law enforcement officers and other emergency service providers must sign-in on the “Visitor Sign-In Log” (see Attachment I), except in emergency situations.

2. PWCS Supply Services’ delivery personnel are only required to sign in on the visitor’s log when they are going beyond the main office or loading dock.

3. PWCS School Food and Nutrition Services’ supervisory personnel are only required to sign in on the visitor’s log when they are going beyond the cafeteria or loading dock.

C. Visitors may include parents, relatives of students, citizens, invited speakers, salespersons, news media representatives, students not enrolled in school, observers from colleges and universities, government agency employees (except as noted above), volunteers, business partners, coaches from other schools, and tutors. PWCS employees not regularly assigned to the PWCS facility they are visiting are also considered visitors and shall follow all sign-in procedures. (See Section II, Paragraph B.)

D. Visitors shall be required to report to the main office at the school or PWCS facility, provide and leave staff with a valid government photo identification, and state the nature of their visit to the PWCS facility.
E. The visitor’s identification badge or the PWCS employee photo-identification badge shall be worn in a manner that makes the badge readily visible to students and staff in the PWCS facility.

F. Upon the conclusion of the visit in the PWCS facility, the visitor shall return to the office, turn in the visitor’s identification badge, and collect their photo identification before exiting the PWCS facility.

G. Each PWCS facility shall have a procedure in place informing visitors and staff of the visitor identification badge requirement.

II. Visitor Identification Systems

A. PWCS has implemented a Visitor Identification System (VIS) to identify registered sex offenders. This system also allows PWCS to monitor visitors that are on school grounds in the event of an emergency and for security purposes.

B. The VIS cross-references information against states’ sex offender registries. All visitors at a PWCS facility shall provide a valid government-issued identification which contains their full name, date of birth, and photograph. Below are acceptable forms of identification:

1. U.S. or foreign driver’s license;
2. U.S. or foreign government identification;
3. Military identification;
4. Department of Motor Vehicles’ photo identification;
5. Passport;
6. Permanent Resident Card (Green Card);
7. Re-entry permit; or
8. Intensive Supervision Appearance Program (ISAP) identification.

C. Visitors who are unable to provide an acceptable form of identification for staff to enter in the VIS shall meet with a building administrator or school security immediately. Any visitor with a legitimate educational purpose shall be granted access for said purpose, but are subject to any conditions imposed by the PWCS facility.

D. PWCS employees, Retirement Opportunity Program (ROP) employees, and law enforcement authorities visiting a PWCS facility shall only be required to sign-in on the facility’s sign-in log.
E. All state and federal laws shall be adhered to for any individual positively identified as a registered sex offender.

F. The VIS shall only be used for the identification of registered sex offenders, monitoring the security and safety of students and staff, and logging volunteer hours.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
VISITOR SIGN-IN LOG

Visitors are requested to provide the following information and a valid photo ID for purposes of identification and facility safety. If your visit is approved, you are required to wear a facility-issued identification badge while visiting the facility and in such a manner that it can be readily viewed by staff and students. Upon exiting the building, you are required to sign out and pick-up the identification provided. Thank you for your cooperation in assisting us to provide a safe facility for our staff and students.

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<tr>
<th>Date</th>
<th>Visitor’s Name</th>
<th>Signature</th>
<th>Destination</th>
<th>Reason for Visit</th>
<th>Entry Time</th>
<th>Badge No.</th>
<th>Exit Time</th>
<th>ID Returned</th>
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