RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

ACCESSING RED CLAY BUILDINGS | 5012.10

Providing safe and secure buildings is everyone's responsibility. The following are required processes relating to building access.

- At no time, can an exterior door be "propped" open, or left unlocked, unless the door is being monitored by a staff member such that they may quickly pull the door shut.[1]

- If large numbers of students or visitors are going to be entering requiring a door to be opened, a staff member must monitor the door.

- Employees are required to swipe their badge whenever they enter a building, even if a door is held open for them by another staff member – this assists emergency personnel with determining who may be in a building during emergencies.

- Employees must wear their Red Clay ID badge whenever they are working and on district property

- Visitors must access the building through the designated door (i.e. Front office).

- ID badges are issued at the front desk of the district office and in accordance with the ID Badge Manual. Schools are not able to authorize ID badges to anyone not outlined in the ID Badge manual without approval in writing from the Supervisor of Safety and Security (security@redclay.k12.de.us).

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.

The exception to this is when a school is sponsoring a public event where there is an expectation of visitors and a plan in place to address related security concerns (i.e. – SRO coverage, gating off hallways, etc.).

ADMINISTRATIVE MEMORANDUM

How to Access Building Card Access Data

School administrators and secretaries can access card swipe data for their building for the current day.

If necessary, historical card access data can be requested from the technology department. The request must be received from a building principal and cc'd to Human Resources.
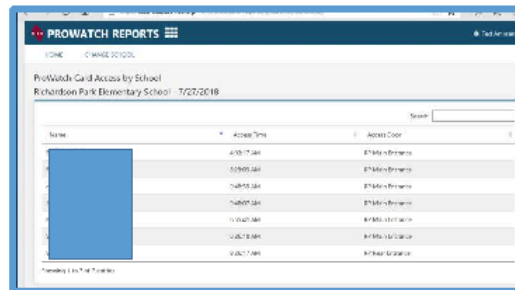
Using DSC, select "Prowatch Reports"
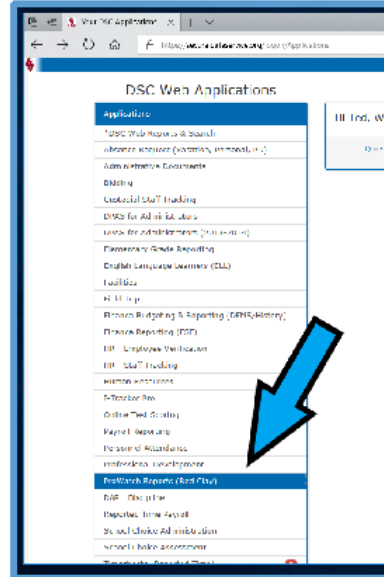
If you are an administrator at multiple buildings, choose the building you need to review.

The report will show each badge swipe, the time, and the location for that day. Maintenance employees will be swiping their badge on the way in and on the way out so you will see two card swipes for each visit.

Viewing daily card swipe data for your building, August 2018

Authorizing Code	RCCSD Board of Education Policy 5012	Issued August 20, 2018
		Revised N/A

Office Responsible   Assistant Superintendent
References

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RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

Security Is Everyone's Job

- **Wear your badge on Red Clay property**

- **Swipe your badge EVERY TIME you enter a Red Clay building**

- **Don't hold doors for people you don't recognize**

See something...say something!
Questions: email security@redclay.k12.de.us

2018-2019 School Year