

**SCHOOL PERSONNEL
AND
SCHOOL VISITOR IDENTIFICATION PROCESS**

1.0 Purpose

Recognizing the importance of providing a safe and secure working and learning environment for Monroe County schools employees, students and visitors, the Monroe County Board of Education does hereby Institute this policy.

2.0 Procedures

2.1 Identification badges, which include name and picture, will be provided to all employees, regular and substitute, of Monroe County Schools.

2.2 County-issued lanyards will be provided to all employees of Monroe County Schools.

2.3 Employees of Monroe County Schools will display both their identification badge and official lanyard at all times while performing work duties on school property.

2.4 Visitors to any Monroe County school may not enter the building until admitted by school personnel. Upon entry into any school, visitors must immediately report to the main office, provide required identification, and be issued a visitor badge to be worn/displayed at all times while on school premises.

Adopted by Board Action: July 2, 2001

Amended by Board Action: April 9, 2013