

SCHOOL PERSONNEL AND SCHOOL VISITOR IDENTIFICATION PROCESS

1.0 Purpose

Recognizing the importance of providing a safe and secure working and learning environment for Pleasants County schools employees, students and visitors, the Pleasants 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 Pleasants County Schools.

2.1a Identification badges will be issued on an annual basis to Board-approved volunteers, event workers, and such others who are not employees but perform regular services for the schools. Such badges will be issued for periods of one year only and may only be renewed through Board approval. Badges will be worn by all such volunteers and workers when on Board property for any approved purpose. Similar badges will be issued to Board of Education members on an annual basis.

2.1b Volunteer and other workers, along with Board members, may only enter school buildings and facilities after being admitted by school personnel, will sign in with the main office, and will display identification badges at all times when on school property.

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

2.3 Employees of Pleasants County Schools will display their identification badge at all times while performing work duties on school property.

2.4 Visitors to any Pleasants 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: June 12, 2014