

## VISITOR PROCEDURES AND REQUIREMENTS

- All staff --fulltime and part-time -- are required to wear a district identification nametag throughout the school year during regular school hours. Staff forgetting to wear their nametag on a given school day shall report to the office for a temporary nametag.
- Specific procedures for the wearing of a district identification nametag will be developed by the district administration.
- Each building shall identify a reporting location for visitors to the building. The location shall be posted at each entrance and in the school handbook.
- Visitors are all individuals who are not school district full-time or part-time students or who are not school district fulltime or part-time employees. This would include:
  - Parents/guardians
  - Volunteers
  - Consultants
  - Community members
  - Vendors
  - Substitute staff person
  - Non-student youth