

**VISITOR IDENTIFICATION MEASURE****3.701+**

- (1) All visitors or other persons who are not students or employees of the school shall report to the school office to advise the school administration of their presence on campus. The office staff shall provide each visitor with a name tag to wear for visible identification. Employees of the school district who are not employees at the school may wear the name tag designating their site/role in lieu of a name tag from the school office.
- (2) Persons convicted of certain crimes as defined in 856.022, F.S., when desiring to visit a school campus or event should complete the following:
  - a. The individual must request (in writing) permission to visit a school campus or an event prior to the activity.
  - b. The principal will review the request and notify the Superintendent's Office.
  - c. If approved, the individual will be notified in writing and shall be under the supervision of a designated staff member at all times during the activity.

**REVISION DATE:** 02/14/05; 11/14/2011