

## EMPLOYEE AND VISITOR IDENTIFICATION BADGES

## - POLICY -

The School District strives for excellence as well as safety. As such, the Board of Education desires to make all facilities within the school district safe and secure for all employees, students and visitors. The implementation of an Employee Identification Badge System will enhance the safety and security within the school buildings and on school grounds. Although no system is fool-proof, employee identification badges that are prominently displayed while on duty provide an added sense of security that individuals in the schools are authorized to be there. Therefore, it shall be the policy of the School District that all visitors and staff must wear identification badges while on District property.

The implementation of an Identification Badge System serves the following objectives:

1. To provide an additional means to identify authorized staff members in the building. This is especially relevant at the beginning of each school term and also for intermittent personnel assignments.
2. To provide assurance to visitors to our schools that individuals who may question their (the visitor's) presence in the school are authorized to do so.
3. To provide an overall, more secure atmosphere for students, staff members, and visitors.

## - REGULATION -

1. Full and part-time employees will be issued an I.D. badge at the beginning of each new school year or on their first day of employment. I.D. badges shall contain the bearers name and photograph. The cost of the I.D. badge will be borne by the District.
2. Lost or stolen ID badges must be reported to the School District office immediately. Worn, lost or stolen ID badges shall be replaced at no cost.
3. The I.D. badges are the property of the School District. If employment is terminated for any reason, I.D. badges must be immediately returned to the employee's supervisor.
4. All employees are required to maintain and display the school district issued identification badge at all times while at work on School District property.

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5. The I.D. badge must be worn in a conspicuous location above the waist. Employees are not permitted to alter their I. D. badge in anyway. Employee badges are meant for the sole use of the person indicated on the badge and under no circumstance may an employee permit their I.D. Badge to be used by any other person.
  6. Employees who have lost or forgotten their I.D. Badge must inform the building main office immediately upon arrival at the school or building, at which time they will be issued a temporary badge to be worn for the day.
  7. Any employee who observes a visitor who is not wearing a School District issued I.D. must report the person to the administration for investigation.
  8. Temporary identification badges will be issued to all other employees or persons entering the building on official business, including, but not limited to teachers teaching on call and other replacement employees; student teachers; contractors and other persons temporarily employed in the district facilities; volunteers; and regular vendors.
  9. Temporary identification badges issued to student teachers, teachers teaching on call and other temporary personnel will be issued at the beginning of service and collected upon completion of the assignment. A list of all temporary badges will be maintained by the school office.
  10. Employees will have their photo taken annually by the school photographer to facilitate the creation and maintenance of a photo database.
  11. All visitors to the School District shall display a temporary visitor ID badge while they are in any School District building or on School District grounds during school hours. Upon entering a school building visitors shall report to the school office to register and receive a temporary visitor ID badge. Visitors who do not comply with this will be directed to the office and reported to administration if necessary.