

SALEM SCHOOL DISTRICT
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

SITE AND BUILDING ACCESS

Identification Badges – Employees

The Board of Education recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear a District issued/approved identification badge.

Required Identification: All employees, while carrying out regular employment duties, will display identification badges in plain view.

Issuing Identification Badges: Identification badges will be provided to all employees by the Executive Assistant to the Superintendent. The initial badge and lanyard (or clip) will be provided to all employees at no cost to the employee. Identification badges will be replaced as necessary due to normal usage and/or to make the photo current.

Lost or Stolen Staff Identification Badges: In the event that an identification badge is lost or stolen the District will provide a replacement badge at no cost to the employee. The staff member is responsible for contacting the Executive Assistant to the Superintendent immediately to request a replacement badge.

Visitors/Volunteers: All visitors/volunteers are required to provide a valid photo identification card and sign in at the Greeter/Receptionist station to obtain a visitor's badge. A log will be maintained by the Greeter/Receptionist of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must sign out and return the badge to the Greeter/Receptionist.

All visitors must display the visitor's badge while they are in the school building. This section of the policy pertains to, but is not limited to; all individuals who are not school employees including delivery personnel, sales persons, construction workers, or service/repair workers. Visitor's badges are not required for after school events such as sporting events, open houses or other events as determined by the District administration.

Visitors who do not comply with this policy will be escorted from the property. Staff members who observe someone in the school without proper identification are required to confront the person or immediately report this circumstance to the Greeter/Receptionist or a member of the District/School administration.

(cf. 1250 – Visits to the School)
(cf. 3516 – Safety)

Legal Reference: Connecticut General Statutes: 10-221 Board of education to prescribe rules, policies and procedures

Policy 1st Reading: April 1, 2013
Policy Adopted: May 6, 2013

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