



Title: **Employee and Visitor**

Code: 445

Book: Policy Manual

Section: 400 Professional Employees

Purpose

The Board of School Directors desires to make all facilities within the school district safe and secure for employees, students and visitors. Through implementation of an employee and visitor Identification Badge System, more opportunity for making our buildings safe and secure is possible.

Guidelines

Employees

1. All employees are required to maintain and display the school district issued identification badge at all times while on school district property. This badge must be worn on the lanyard provided, above the waist, and in clear view at all times. The Superintendent of Schools must approve any exception to this directive. Special exceptions will be granted for employees working in and around equipment or other potentially dangerous situations. The employee will be required to wear a clip to fasten the I.D. badge to an article of clothing in clear view at all times above the waist.
2. Under no circumstance may an employee loan his/her identification card to any other person.
3. Employees who have forgotten to bring their identification cards to work must inform the designated building secretary

immediately upon arrival at the school or building, at which time they will be given a temporary badge for the day. This badge must be returned to the secretary at the end of the day. A listing of all badges issued and returned will be given to the building principal, supervisor or designee at the end of each day.

4. Employees who repeatedly report to work without their identification badges, refuse to wear the badge, lose or destroy the badge will be subject to disciplinary measures. These measures will include oral warning, written warning and possible suspension without pay.
5. Employees are to report a lost card immediately. A temporary badge may be obtained from the building secretary.
6. Any employee who observes someone who is not wearing proper identification is not required to confront (unless they feel comfortable doing so) that individual, but should immediately report this circumstance to the administration.
7. Anyone who terminates his/her employment with the district is to return his/her badge.
8. Contracted daily substitutes assigned to a single, individual building will receive picture identification cards.
9. Temporary identification cards will be issued to all other employees or persons entering the building on official duty, including, but not limited to:
 - a. Daily substitutes.
 - b. Student teachers.
 - c. College student teacher advisors.

10. Temporary identification cards issued to student teachers and other long-term personnel should be issued at the beginning of service and collected upon completion of assignment.

Visitors

1. All visitors, upon entering any district building or school, are to report immediately to the main office or reception area. Visitors not complying with this directive will be escorted from the building. Employees who observe someone entering district facilities who is not wearing proper identification are not required to confront (unless they feel comfortable doing so) that person, but should immediately report this circumstance to the administration. School district employees are not permitted to ignore this identification badge policy or allow or assist any person to enter or use school district facilities when they do not have a valid I.D. card.[1]
2. Visitors, after reporting to the main office, will register (name, address, telephone number and nature of business) and be given a temporary identification badge. A driver's license or other suitable means of identification is necessary and will be requested by the principal or his/her designee, unless the visitor is known to the principal or designee, prior to the visitor being permitted to enter the building. The form of identification requested by the building principal or his/her designee shall be retained at the administrative office to assure proper check-out by the visitor. Upon return of the temporary badge, the form of identification will be returned.
3. The identification badge is to be worn above the waist and in clear view at all times. The temporary badge is valid only for the date of issuance.

4. Visitors are not to wander through the building, but must report or be escorted to the designated area and then back to the main office.

Adopted: **January 18, 2011**

Legal References:

- 1. Pol. 907
 - [24 P.S. 510](#)
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