



## EMPLOYEE AND VISITOR IDENTIFICATION BADGE POLICY

### **Purpose**

The Tate County 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 Tate County 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.

### **Guidelines**

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. Lost or stolen ID badges must be reported to the School District personnel office immediately. In the event that any ID badge is lost, stolen or destroyed, the employee shall be responsible to pay \$10.00 to cover the cost of a replacement badge. Worn ID badges shall be replaced at no cost. ID badges must be returned to the School District personnel office when employment is terminated.

The I.D. badges are the property of the Tate County School District.

If an employee is terminated, either by the District or at the will of the employee, his/her I.D. badge must be immediately returned to the appropriate school district administrator.

All employees are required to maintain and display the school district issued identification badge at all times while at work on Tate County School District property.

- 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.

- 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.
- Employees who repeatedly report to work without their identification badges, or refuse to wear the badge, may be subject to disciplinary action in accordance with any applicable laws.

Any employee who observes someone who is not wearing a Tate County School District issued I.D. must report the person to the administration for investigation.

Temporary identification badges will be issued to all other employees or persons entering the building on official business, including, but not limited to:

1. Substitutes;
2. Student teachers;
3. College student teacher advisors; other persons temporarily employed in the district facilities.
4. Volunteers; and
5. Frequent vendors.

Temporary identification badges issued to student teachers, substitutes 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.

Employees of the Tate County School District 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 identification card. Doing so may subject the employee to disciplinary action.

Employees will have their photo taken annually by the school photographer to facilitate the creation and maintenance of a photo database.

### **Visitors**

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 Policy will be escorted from the property.