

## **Business/Non-Instructional Operations**

### **Security of Buildings and Grounds**

#### **Site and Building Access**

#### **Identification Badges**

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, above the waist, a District issued, approved identification badge.

**Required Identification:** All employees, while carrying out regular employment duties, will display identification badges in plain view. Student ID cards/badges will be provided to every student at the middle school and high school, which authorizes a student to be on campus. Students are asked to retain their ID card until a new one is issued. Such cards will help staff in identifying students as well as trespassers. Students must present their ID badge to enter the school building, if they arrive after the start of the school day.

**Issuing Identification Badges:** Identification badges will be provided to all employees. The initial badge, clip or lanyard will be provided to all employees at no cost to the employee. ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status.

**Visitors/Volunteers:** All visitors/volunteers are required to check in to the main office or front desk to obtain a visitor's badge. Volunteer and visitor badges may be permanent and lent to the person or disposable. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must sign out.

All visitors shall display the visitor's badge while they are in the school building during the school day.

Visitors who do not comply with this policy shall be escorted from the property. Staff members who observe someone entering District facilities without proper identification are required to address the person or immediately report this circumstance to the administration main office or front desk.

**Lost or Stolen Badges:** The first time the identification badge is lost or stolen, the District will provide a replacement at no cost to the employee. Each additional identification badge requested will cost the employee \$4.00 per badge. If a badge is lost or stolen, contact Human Resources immediately.

(cf. 1250 – Visits to the School)

(cf. 3516 – Safety)

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Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

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NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut