

STAFF/STUDENT IDENTIFICATION PROCEDURES

Descriptor	ECABA	Issued	Draft 2/1/2011
Rescinds *	ECABA	Issued	12/14/1999

BOARD POLICY

In order to provide a learning environment that is safe and secure, only authorized persons are permitted access to District sites.

The Board directs the administrator or director of each District site to develop procedures for granting access to that site school facilities by visitors during the regular school day. The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

ADMINISTRATIVE PROCEDURE

1. All visitors must be issued an identification badge to enter into any portion of a school facility other than the office of the school administrator or site supervisor.
2. During the regular school day, all employees of the District will wear a photo identification badge that is clearly visible while in ~~school~~ District facilities or on District property.
3. Photo identification badges are the property of the District and must be returned if employment with the District ceases.
4. Replacement of a lost identification badge will be provided by the District at a cost to the employee of \$5.00 per card.

EXHIBITS

None

REFERENCES

None

FORMS

None

*RESCINDS

ECABA Issued 12/14/1999