

Staff Identification Procedures

In order to provide quick and accurate identification of school district employees, particularly when those individuals are working in buildings and/or sites different from a primary assignment area, there is a need to use an employee identification card system. The card system is also needed to assist parents and other visitors to school locations in identifying school employees. In certain locations, there is a need to use cards for security purposes.

The photo identification card system, using a badge, will serve as an instant identification system for persons in multi-school assignments, such as administrators, supervisors, plant operations, maintenance, food service, transportation, itinerants, etc.

Identification cards will be prepared for every school district employee. Employees will display the identification card at all times when performing duties for the school system to show identification as a school employee.

A badge system, using a card with appropriate designation, but without photograph, will be used for visitors to schools and for substitutes and /or temporary employees.

Appropriate equipment will be maintained in the central office where cards will be prepared when new employees are hired.

Building administrators and/or supervisors are requested to take necessary action to make all staff members aware of the identification card system requirement, and to cooperate with the central office in scheduling photo sessions for all school district employees.

Identification cards are the property of the school district and are issued to persons only during the time of their employment. Upon leaving the employment of the district, the card must be returned to the school district before final salary payment is received.

Adopted: October 23, 2001
Reviewed: January 22, 2002
Reviewed: March 31, 2009

Implementation date of December 1, 2001