

Employee and Visitor Identification

The Regional School Unit #34 School Board is charged with providing for the protection and welfare of students and staff members while they are on school property or engaged in school-sponsored activities. To fulfill this responsibility, including the administration of established controls, it is necessary that duly authorized employees and visitors be recognizable when on school property or at school events.

To this end, the Superintendent of Schools, in collaboration with the RSU 34 Public Safety Committee, shall develop and implement an identification system for all employees and visitors throughout the school unit. Administrators shall issue all staff members official photo identification (ID) badges. The ID badge is issued solely for identification purposes. Because rapid identification of employees is needed to enhance security within the school unit, and to set a positive example for students and visitors, it is essential that all employees wear their ID badges as specified by the building principal when working on school premises or school events. Building principals, in collaboration with the RSU 34 Public Safety Committee, will establish a system for the issuance and control of temporary ID's for substitute employee and visitor badges through the school office.

Employees are responsible for the proper care, safekeeping and use of his or her ID badge. All ID badges are property of the school unit; any employee who alters or intentionally mutilates their ID badge, uses the ID badge of another, or allows his or her ID badge to be used by another may be subject to disciplinary action. Any employee who has been issued an ID badge and refuses to carry (wear) or produce that badge in accordance with this policy or as requested by an agent of the School Board may be subject to disciplinary action.

Each employee shall be issued one identification badge at no cost. Employees may be responsible for the cost to replace a lost badge. If the badge is being replaced because of school-related damage that is not the fault of the employee, there is no charge. Damaged badges must be returned. Building Principals, in collaboration with the RSU 34 Public Safety Committee, are responsible for developing and implementing procedures to insure the return of ID badges when employees leave the employ of Regional School Unit #34.

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Adopted: