

Business/Non-Instructional Operations

Security of Buildings and Grounds

Site and Building Access

Identification Badges-Employees

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 a District issued, approved identification badge.

Required Identification: All employees, while carrying out regular employment duties, will display identification badges in plain view.

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 security 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 return the badge to the office or security desk.

Lost or Stolen Badges: In the event 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 the Business Manager immediately.

(cf. 1250 – Visits to the School)
 (cf. 9030 – Visits to Schools)
 (cf. 3516 – Safety)

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted: October 19, 2015

THOMASTON PUBLIC SCHOOLS
 Thomaston, Connecticut