

# Sylvan Heights Science Charter School

SECTION: COMMUNITY

TITLE: EMPLOYEE AND VISITOR  
IDENTIFICATION BADGES

ADOPTED: April 20, 2015

<p>1. Purpose</p> <p>2. Guidelines Employees</p>	<p>907.1. EMPLOYEE AND VISITOR IDENTIFICATION CARDS</p> <p>The Board desires to make all facilities within the school safe and secure for all employees, students, and visitors. The implementation of an employee and visitor identification badge system will enhance the safety and security within the school buildings and on school grounds.</p> <p>Full and part-time employees will be issued an Employee Identification Badge on their first day of employment. There is no charge to the employee for the initial Employee Identification Badge.</p> <p>All employees are required to maintain and display the school-issued Employee Identification Badge at all times while on school property (during regular business hours). This badge must be worn at or above the waist and in clear view at all times during the school day.</p> <p>Under no circumstance may an employee permit their Employee Identification Badge to be used by any other person.</p> <p>Employees who repeatedly report to work without their Employee Identification Badges, or refuse to wear the badge, will be subject to disciplinary measures.</p> <p>Employees will be subject to a ten dollar (\$10.00) fee for lost or damaged badges; worn badges will be replaced free of charge.</p> <p>Any employee who observes someone who is not wearing an Employee Identification Badge an agency-issued ID, or a visitor badge, is required to question that individual or immediately report this circumstance to the administration.</p> <p>Anyone who terminates his/her employment with the school is to immediately return his/her Employee Identification Badge to the appropriate administrator.</p> <p>Temporary identification cards will be issued to employees or persons entering the building on official business, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Daily substitutes.</li> <li>2. Student teachers.</li> <li>3. Other substitute employees.</li> </ol>
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<p>Policy 907</p>	<p>4. Outside agency support personnel (TSS, BSC, mobile therapist, etc.) who do not already have agency issued identification badges.</p> <p>School employees are not permitted to ignore this Employee Identification Badge policy or allow or assist any person to enter or use school facilities when they do not have a valid Employee Identification Badge.</p> <p>Visitors and Volunteers All visitors and volunteers shall display a temporary identification badge. Visitors will wear a visitor badge; volunteers will wear a volunteer badge. These temporary badges will be worn while visitors and volunteers are in the school building during regular school hours, whether or not there are students within that building at the time of the visit.</p> <p>This policy pertains, but is not limited, to all individuals who are not school employees including delivery personnel, sales persons, and construction or repair workers. No visitor badge will be required at evening events, open-houses, or other events as determined by the Principal/CAO.</p>
<p>Policy 907</p>	<p>All visitors and volunteers, upon entering the school building during regular school hours, are to report immediately to the main office or other designated reception area.</p> <p>Visitors and volunteers, after reporting to the front office, will register and be given a visitor or volunteer badge.</p> <p>Visitors and volunteers will be required to submit a drivers' license or other government issued photo ID to the designated receptionist to assure proper identification. The visitor and volunteer must also sign in and provide the time of entrance; and sign out and provide the time of exit.</p> <p>Visitors and volunteers that do not comply with this directive will be escorted from the property.</p> <p>Employees who observe someone entering the school facility without wearing proper identification are required to question that person or immediately report this circumstance to school administration.</p> <p>The visitor badge is to be worn at or above the waist and in clear view at all times.</p> <p>The visitor badge is valid only for the date of issuance.</p> <p>Visitors and volunteers are not permitted to wander through the building, but must report, or be escorted to, the area identified as acceptable for visitation and then back to the front office or designated reception area.</p>

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	<p>Currently enrolled students will not be required to wear visitor badges.</p> <p>References: School Code – 24 P.S. Sec. 510 Board Policy – 907</p>
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