

Employee and Visitor Access and 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 that access to schools be limited and that duly authorized employees and visitors be recognizable when on school property or at school events. RSU#34 employees that hinder or violate such school safety policies and procedures may be subject to disciplinary action.

The Superintendent of Schools, in collaboration with the RSU 34 Public Safety Committee, shall develop and implement an access and identification system for all employees and visitors throughout the school unit.

Access:

Each school shall develop school-level access procedures, consistent with the following criteria:

*All schools shall use a single point of entry and exit for visitors during the regular school day, with occasional exceptions permitted for special events (e.g., concerts, community presentations, food service and/or maintenance, deliveries and contractors). In cases where visitor entrances are locked and monitored for person-by-person decisions, multiple points of entry may be used.

*All schools shall utilize a facility and staffing design that generally allows for a staff member to monitor those entering/exiting the building during school hours. This statement neither requires nor guarantees that such monitoring occurs 100% of the time.

*All schools shall have at least one locked door between the entrance door of the school and the inside of each classroom, with exceptions only when made impossible by facility design. The layer of locked doors is a school-level decision (e.g., a hallway door, a classroom door). This locked door(s) may be propped open during normal operations if procedure is in place to quickly close the door in response to a threat.

School-level access procedures may include, with the permission of the Superintendent, such elements as the use of buzz-in systems, video monitoring systems, and/or volunteers selected and/or approved by administration. School-level access procedures shall determine the specific hours and circumstances under which different types of access restrictions shall be used, and shall determine the staff members responsible for different aspects of the system.

Identification:

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.

RSU #34 shall use an exit interview procedure when employment ends to ensure that RSU #34 property such as keys, ID badges, and access fobs are returned. The final payroll shall be delayed for exiting employees until the exit interview is completed and all RSU #34 property returned.

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