

Hortonville Area School District

Title: Identification Badges **Date Adopted:** 9/23/02 **Policy No.** 2029
Date Revised: 10/10/11

Policy Statement: It shall be the policy of this school district that any person employed by the district wear, in an appropriate visible location and while on school premises, a Hortonville Area School District identification badge designated for district employees.

It shall be the policy of this school district that any person entering a school building, who is not employed by the district, sign in at the main office, receive and wear, in an appropriate visible location, a Hortonville Area School District identification badge designated for visitors, vendors, volunteers or substitutes.

Rationale: State Statute 101.11 indicates that, “Every employer shall furnish employment which shall be safe to employees therein and for frequenters thereof and shall furnish and use safety devices and safeguards...

to do every other thing reasonably necessary to protect life, health, safety, or welfare...and no employee shall...interfere in any way with the use of any method or process adopted”.

The Wisconsin School Safety Coordinators Association recommends that, in order to keep our schools and children safe, all visitors be required to sign in at the school office. Persons wishing to enter a school building are only granted access after being identified by main office staff and securing a visitor identification badge to be worn while in the school.

Scope: All staff employed by, and visitors of the Hortonville Area School District.

Responsibility: Compliance with this policy is the responsibility of the District Administrator, the District Safety Coordinator, and the principal(s) and employees of the district.

Implementation:

1. The District will supply all persons it employs with a picture identification badge.
2. The District will purchase and have available, at each building, visitor badges for those not employed by the district.
3. Each school building will post a sign in its main entryway instructing ALL visitors to sign in at the main office and obtain a visitor, vendor or volunteer badge.
4. The principals and staff members of each district building will monitor, to the best of their ability, that all persons on school premises are clearly identified by their appropriate identification badge. Persons not wearing an identification badge will immediately be asked, by a district employee, to go to the main office immediately to sign in and obtain an appropriate identification badge.
5. Board of Education member are also encouraged to wear Identification Badges. They are also requested to turn in the badge when no longer on the Board of Education.

Hortonville Area School District

Identification Badge Procedures

Reference Board Policy #2029

Employees:

1. All employees of the Hortonville Area School District will be required to have their picture taken by the school designated photographer.
2. All employees will be provided with a picture identification badge. This badge is to be worn, in an appropriate visible location, at all times during school hours and/or at designated school functions.
3. Any substitute teachers or temporary employees of the school district will also be required to wear an identification badge. These badges are not required to have photographs.
4. Employees will stop and kindly ask unidentified visitors to return to the office, sign in and obtain the appropriate identification badge.

Non-Employees:

1. Each building's main office will maintain a supply of visitor, vendor, or volunteer. The office will also provide a sign in sheet/book for visitors. This sheet/book will require the visitor to fill in the badge number, their first and last name, the location/person they are visiting, the time they came into the building and the time they signed out of the building and returned the identification badge.
2. Each building will post notice at all entry ways that any and all visitors must sign in and obtain a visitor, vendor, or volunteer identification badge at the main office.
3. All and any person(s) entering a district school building during school hours (7:00 a.m. to 4:00 p.m.) shall immediately sign in at the main office and obtain an identification badge, to be worn in an appropriate visible location at all times during their visit to the district building.
4. Visitors will return identification badges to the office and sign out upon leaving the district building.