

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

OPERATIONS
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IDENTIFICATION BADGES

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.

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.

Implementation:

1. 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 badge. All and any person(s) entering a District school building during school hours (7:00 AM – 4:00 PM) 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 buildings.
2. The District will supply all persons in employment with a picture identification badge. 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.
3. Board of Education members are also encouraged to wear Identification Badges. They are also requested to turn in the badge when no longer on the Board of Education. Visitors will return identification badges to the office and sign out upon leaving the district buildings.