

**STAFF AND OTHERS IDENTIFICATION**
(Personnel and Management)**STAFF AND OTHERS IDENTIFICATION (ID)**

General Policy: At no time during regular school hours shall any person who is not a registered school student be in school district property without being identified as an employee, visitor or contractor. The method of identification shall be an identity card as defined herein. All persons not assigned an ID shall log in with the front office or security desk upon entering the school.

1. ID card

An identification card (ID) shall be furnished by the school district for staff, visitors, and contractors. All staff must use their ID at the outdoor ID touch pad to enter school buildings. Children, who are not registered school students, being accompanied by an adult, shall not require the wearing of an ID.

2. Employee requirement

Each employee of the school district, including administrators, faculty, staff, coaches, and parttime employees, must wear the ID while on school district property. The ID must be visible at all times during school hours. The ID shall be displayed on the assigned lanyard hanging from the neck. Exceptions for wearing of the ID from a lanyard may be granted by the Superintendent in extenuating circumstances. The ID shall not be altered or defaced with stickers, pins, tape, etc. Both the ID and lanyard are the property of the Marlborough Public Schools. In the event that an official ID is unavailable for any employee, the front office or security desk of each facility shall issue a temporary identification badge.

3. Safety situations

With permission from a Principal or Director, an ID may be removed and set aside while anyone is engaged in a situation where the wearing of an ID may pose a risk or hazard. The ID must be put back on when leaving that classroom or work area to access other parts of the building.

4. Visitors and contractor requirement

Each visitor or contractor not issued an ID must be issued a temporary ID (non-photo) by the front office or security desk. The ID must be visible and readable at all times when the visitor or contractor is on school grounds.

5. City personnel

Uniformed city employees and emergency medical personnel in the course of their official duties are exempt from this policy. Non-uniformed city public safety employees are exempt from this policy only if they exhibit and wear an official ID issued by their respective departments or the City of Marlborough.

6. Temporary identification



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A. Each temporary ID shall be returned to the front office or security desk, or administrator upon exiting from the school facility.

7. Staff responsibility

All school personnel shall question persons without an ID during school hours and escort them to the school front office, or security desk, or school personnel shall immediately report the person to a proper authority.

8. Security personnel and administrator responsibility

Security personnel and administrators must stop and question persons without an ID during school hours, and escort them to the school front office or security desk or summon assistance.

9. Loss of an ID card

Loss of an ID will require immediate replacement. A temporary ID shall be issued daily until a permanent ID is obtained.

10. Return of ID cards

Each employee shall return his/her ID and lanyard to his/her supervisor or the Human Resources Office upon termination of employment status.

Legal Reference:

Approved: 6/25/02

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