

ADMINISTRATIVE REGULATION
SCHOOL SAFETY AND SECURITY

All staff members will have their photo identification cards taken on a time schedule to be determined by the school district. The card will contain the employee's picture, name, and appropriate bar code.

Volunteer and other visitors will be issued visitors' passes from the principal's office.

It is imperative the card be visibly worn at all times while in the district. Substitute teachers and temporary employees will be issued temporary identification to be worn at all times while working in the district. The identification card is the property of the North Scott Community School District. When the employee leaves the district, it is the responsibility of the employee to return the card to the building administrator.

In the event the card is lost, a replacement card must be purchased by the employee.

Approved: March 28, 2005
Reviewed: February 25, 2019
Revised: