

Book	Policy Manual
Section	400 Professional Employees
Title	Identification Cards
Number	445
Status	Policy Review Committee
Adopted	February 27, 2001
Last Revised	October 27, 2016

### **Purpose**

Identification cards will be issued to all school district employees for the purpose of identifying school personnel within district buildings.

### **Guidelines**

All professional employees will have their photographs taken on a time schedule to be determined by the school district. The card will contain the school district's name and logo, employee photograph, and building or area of assignment ~~and appropriate bar code.~~

It is imperative that the card be visibly worn at all times while in the district. Substitute teachers are required to wear a visitor badge while in school buildings.

The identification card is the property of the Hanover Public School District. When the employee leaves the district, it is the responsibility of the employee to return the card to the personnel office.

In the event the card is lost, replacement cards will be issued at a cost of ten dollars (\$10.00).

Failure to comply with this policy will result in the administrator/supervisor initiating disciplinary action.

Last Modified by Lois Dubbs on October 27, 2016