

To help ensure the safety of our students, staff, and community, the Asheboro City Schools district has implemented an identification card system for all staff and approved visitors in the schools. Requiring all staff and visitors to display identification cards will help us distinguish persons who have legitimate business in our schools from those who do not, thereby enhancing safety at our schools.

Responsibility of distributing and enforcing policy

The Asheboro City Schools Central Office will be responsible for the creation and distribution of photo identification cards for all staff. The central office will also provide “substitute teacher” and “visitor” cards to be used at each school.

Staff cards

All school staff must display their ID cards at all times when in the school building. Staff ID cards will display a photo of the staff member, the staff member’s name and title, and the school name where the staff member is assigned. All ID cards must be worn from the waist up, face forward - no clipping to pant pocket, hems of sweaters, etc.

Visitors, volunteer, and temporary employee cards

Visitors, volunteers, temporary employees, such as substitute and student teachers must report directly to the school office upon arrival, at which time a staff member, assigned by the principal, will give them an ID card. Visitor cards and substitute teacher ID cards will not have photos, unless it is requested by the principal, such as a long-term substitute, or regular parent volunteer. Visitors, volunteers, temporary employees, and all other persons doing business in the school must wear their ID cards at all times while on school grounds. An individual required to wear an ID card must wear it on the front part of an outer garment where it is clearly visible. Visitors, volunteers, and temporary employees must return their cards upon leaving the building (exception for long-term substitute or for a card with photo as part of the card). The principal will be responsible to develop a system for accountability of all cards at the end of each day.

Replacement cards

All individuals receiving cards will be responsible for the replacement cost of lost ID cards. The cost for replacing a lost card will be \$5.00. Cards damaged or broken due to normal use will be replaced at no charge, but the original card must be turned in to the central office once a new card is issued.

Legal Reference: G.S.115C-36

Adopted: February 10, 2005

Cross Reference: School Safety (policy1510), Student Safety (policy 4200/7270), Visitors to the Schools (policy 5020)

Administrative Procedure: Yes

Reviewed by Policy Committee on May 10, 2012