



Identification Badge Protocol

Purpose: The purpose of the “Identification Badge Protocol” is:

- To ensure a safe and secure learning environment for students, faculty, staff, and visitors.
- To provide standards and requirements for the display of identification.
- To provide a consistent method of identification.

Scope: This procedure applies to all schools within Chittenden Central Supervisory Union (CCSU) and extends to all employees, volunteers, and members of the public while at any CCSU school. The procedure also applies to Center for Technology, Essex (CTE) and Essex High School (EHS) students.

Identification Standards/Procedures:

- All employees (faculty and staff) must display their Identification (ID) badge at all times during the school day.
- All students (as defined in the scope) are expected to display their ID badges beginning with the 2009-2010 school year.
- Photo ID badges will be provided to the employees/students. Temporary badges will be issued by each school.
- Substitute teachers, visitors, and volunteers will display the appropriate school-issued temporary badges during the school day.
- Badges shall be worn using a breakaway lanyard or clip type holder. If a clip-on holder is worn, it will be worn on the body where it is clearly visible (i.e., shirt, chest pocket, or shirt collar), not on or below the belt.
- Employees shall surrender their ID to their supervisor upon termination of employment or when requested to do so. Students shall surrender their ID prior to transfer or graduation or upon receipt of a new ID.
- Employees must report lost IDs to their supervisor, CTE students must report lost IDs to CTE administration, and EHS students must report lost IDs to the Safety and Security Department. Replacement IDs will be issued and a record of the lost ID noted. Employees/students may be charged for replacement IDs.
- Faculty/Staff observing persons within school buildings without visible ID will either:
 1. Approach the person to determine their status, or
 2. Immediately report the person to a security officer or school administrator, or
 3. Initiate a request for law enforcement (Essex Police Department)
- The CCSU Director of Security shall conduct an annual audit of recordkeeping to ensure the integrity of the protocol and system.

Visitors:

- All visitors to a school are required to sign in at the main office or reception area. Visitor badges will be provided and will be valid only for the sign-in date. All visitors will display a school issued badge, regardless of whether they wear other employer issued ID. Visitor badges do not have to be issued to CCSU employees wearing a badge from another CCSU location/entity.

Initial ID Badge Issue: Initial IDs will be provided through the school photographer at the beginning of the school year. CTE will create IDs for their own employees/students.

Initial ID Badge Issue for Mid-Year Employee/Student Arrivals (does not include CTE):

- Employees: Supervisors will ensure a photograph has been taken and sent to the Executive Director of Operations/CFO. He/She will coordinate with the school photographer to have an ID badge made and sent to the school/location.
- Students: EHS school administration will direct students to the Safety and Security Department for a photograph. The Director of Security will forward the photograph to the Executive Director of Operations/CFO. At Westford and Essex Junction (EJ) schools, main office personnel will photograph the student and forward the photograph to the Executive Director of Operations/CFO. He/She will have the badge made and sent to the school.

Badge Replacement (lost or stolen): See table below (does not include CTE).

Person Responsible	Step	Procedure
EHS Employee/ Student	(1a)	Contact Director of Security by e-mail: blaware@ccsuvt.org and request a replacement ID badge. Director of Security forwards request to Executive Director of Operations/CFO.
Westford/EJ Employee/Student	(1b)	Contact main office to request a replacement ID badge. Main office forwards request to Executive Director of Operations/CFO.
Exec Dir of Ops/ CFO	(2)	Forward information to school photographer for badge issuance
Photographer	(3)	Send replacement ID badge to the school (Director of Security or main office) for distribution.

The cost of replacement ID badges may be borne by the individual.

Note: The Center for Technology, Essex will manage ID badge issuance for their employees / students and the card format may be slightly different than described below.

Contact:

- For further direction or clarification regarding this protocol, please contact: William LaWare, Director of Security, at (802) 879-5551.