



NON-INSTRUCTIONAL SERVICES: Safety and Security

Identification Badges

I. Purpose

To establish procedures for the issuance of identification badges In Baltimore County Public Schools (BCPS) and to outline responsibilities, requirements, and consequences for violations.

II. Definitions

- A. *Employee* – A person employed by the Board of Education of Baltimore County (Board) on a regular and/or temporary basis.
- B. *Consultant* – An individual who is in an established business, and/or an individual who receives a payment for professional services in accordance with the terms of a written consultant contract. A consultant is not an employee of the Board.
- C. *School Property* – Any BCPS-owned, controlled, or leased property or vehicle regardless of whether students are present.
- D. *School-Sponsored Activities* – An activity that is sponsored, approved, conducted, planned, and/or supervised by school personnel, regardless of whether it takes place on or off school property or occurs during normal school hours.

III. Control and Issuance of Identification Badges

- A. Employee Identification Badges
 - 1. The Department of Human Resources will be responsible for issuing identification badges to all Board employees.
 - 2. Identification badges are the property of BCPS and shall be returned upon separation from BCPS.
 - a. It is the responsibility of the employee’s supervisor to ensure the employee’s identification badge is surrendered upon

separation and returned to the Department of Human Resources for destruction.

3. An employee who is suspended or on extended leave will be required to return his/her identification badge to the supervisor pending return to work.

B. Consultant Identification Badges

1. A department head may request that a consultant be issued an identification badge.
2. Identification badges should be issued only to those consultants on extended contracts with BCPS who require access to school system facilities.
3. The Office of Security will be responsible for issuing identification badges to consultants.
4. Identification badges are the property of BCPS and shall be returned upon the termination of the contract to the department head.
 - a. It is the responsibility of the department head to ensure the consultant's identification badge is surrendered upon termination or expiration of the contract and returned to the Office of Security for destruction.

C. Student Identification Badges

1. The school principal or his/her designee will be responsible for issuing identification badges to students enrolled in his/her school.
2. All students attending BCPS will be photographed to identify them as a properly enrolled student in his/her school.
3. Students will be required to surrender their identification badge to the school when the student transfers or withdraws from the school.

IV. Employee Requirements

- A. All employees shall fully comply with all provisions of this rule.
- B. The Department of Human Resources will provide all new employees with a copy of Board Policy 3710 and this rule at the time of new employee orientation.
- C. All employees are required to wear the identification badge on the front of their person with a lanyard or clip at all times when on school property.

1. A department head may temporarily waive the requirement to wear an identification badge if the identification badge presents a safety risk. However, the employee must carry the identification badge on his/her person at all times while on school property and present it when requested.
- D. Employees are responsible for safeguarding their identification badge.
1. Any lost or damaged identification badge shall be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged identification badge to the office of security.
- E. In the event an employee forgets his/her identification badge, the employee's supervisor must be notified at the start of the work shift.
- V. Student Requirements
- A. All students shall fully comply with all provisions of Board Policy 3710 and this rule.
- B. School administrators will annually advise students of Board Policy 3710 and this rule through appropriate means, including, but not limited to, as part of the *Student Handbook* presentation by administrators at the beginning of the school year, on the school system's Web site, and/or through other reasonable means.
- C. All students are required to wear the identification badge on the front of their person with a lanyard or clip at all times when on school property or when participating in school-sponsored activities.
1. A classroom teacher may temporarily waive the requirement for students to wear an identification badge if the teacher believes that wearing the identification badge presents a safety risk during identified classroom or other activities, including, but not limited to:
 - a. Science, technology, physical education, music, culinary arts, and other classes when wearing the identification badge may cause entanglement or safety concerns.
 - b. Other activities may include, but are not limited to: intramurals and interscholastic sports, recess, ROTC activities, and marching band.

- D. Students are responsible for safeguarding their identification badge. Any lost or damaged identification badge shall be reported immediately to a school administrator.
- E. In the event a student forgets his/her identification badge, the school will print a temporary identification badge upon entry into the building and may charge a minimal fee of \$1.00.

VI. Replacement of Identification Badges

- A. If an identification badge is lost or stolen, BCPS may charge a replacement fee for any replacement badge.
 - 1. Fees for replacement badges may be assessed at \$5.00 per badge.
- B. No replacement fee will be assessed for a defective badge unless it was due to misuse.

VII. Visitors Identification

- A. Visitors to BCPS offices and schools will be required to present a driver's license or government-issued photo identification in order to be cleared for entry into a BCPS office or school. Refusal to present the requisite photo identification will result in denial of entry to the office or school.
- B. If cleared for entry into a BCPS office or school, the visitor will be issued a visitor identification badge and will be required to wear the badge at all times during his/her visit.

VIII. Compliance

- A. In accordance with state law, BCPS staff may demand identification and evidence of qualification from any person who desires to use or enter school property.
- B. Any employee or student who violates Board Policy 3710 or this rule may be subject to disciplinary action.

RULE 3710

Legal Reference: *Annotated Code of Maryland, Education Article §26-102, Trespass on the Grounds of a Public Institution of Elementary, Secondary, or Higher Education*

Related Policies: Board of Education Policy 1240, *Visitors to Schools*
Board of Education Policy 3710, *Safety and Security Equipment*

RULE
Adopted: 04/22/14

Superintendent of Schools