

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 300-46</b>
<b>Subject:</b> <b>PHOTO-IDENTIFICATION BADGES FOR EMPLOYEES</b>	<b>Date of Issue:</b> <b><u>8/1/96</u></b> <b>Rescission:</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Effective Date:</b> <b>8/1/96</b>

- I. Policy
- II. Procedures
  - A. Photo-identification badges are required for:
    - 1. Facilities employees who would have access to students.
    - 2. Food service drivers not regularly assigned to a single school.
    - 3. Other regular employees as directed by the department manager.
  - B. New employees required to wear badges cannot begin work until the badge has been obtained.
  - C. Those required to wear a badge must have the badge in view at all times during work hours.
  - D. If an employee loses a badge, the employee must pay the cost of replacement.
  - E. Employees wearing a badge must still report to the office when entering a building.
  - F. Any employee with a badge must return it before leaving employment.

Approved:

Dr. Jack D. Dale  
Superintendent