

Security Access Guidelines:

2/2020

The **Request for Security Card/Photo ID** form is required for any employee or non-employee access card or changes in an employee's building access level and must be signed by an **administrator or supervisor only!** If the card is not signed by an administrator or supervisor, it will be refused and the employee returned for proper authorization.

Student teachers and non-employee coaches are assigned access cards and will have deactivation dates programmed into their cards as well as temporary changes to staff access. It is important that all student teacher and non-employee coach identification cards be collected and returned to the Director of Safety, Security, and Student Services upon the end of term.

Building administrators are responsible for collecting the photo ID/access card of any staff member, student teacher, non-employee coach or otherwise who leave the school corporation. These photo ID/access cards should then be returned to the Director of Safety, Security, and Student Services. It is important that school identification be returned at the end of their term with P-H-M Schools.

Human Resources, Youth Service Bureau, St. Joseph Health System and Sodexo staff will provide notification of all employees exiting our school system by providing immediate notification via email to the Director of Safety, Security, and Student Services. This notification is crucial in maintaining a secure and safe school environment.

Non-employees who require photo ID/access cards must complete the External Personnel/Non-Employee Request for Security Card/Photo ID and be approved by the building administrator and Director of Safety, Security, and Student Services prior to issuance. All non-employees are required to conduct a Limited Criminal Background check prior to issuance of access card.