

ADMINISTRATIVE PROCEDURES

No. 6511P

Staff Picture Identification

Quick and accurate identification of school district employees will be accomplished through the implementation of picture identification. All employees of the White River School District will wear identification badges. These badges will be worn during duty and off-duty hours when working in district buildings or on district property. These badges will bear the employee's name, and photograph. The wearing of picture identification is to be considered a condition of employment. This procedure is enacted so that all persons having legitimate business in the district can be properly identified.

Registered volunteers, parents, and visitors will be issued, upon entering district property, site specific identification cards without pictures. For individuals within these categories, each work location will be issued pre-numbered badges and is responsible for the care and custody of these badges. A check out/in system will be established by each site to control the issuance and return of the badges. Registered volunteers, parents, and visitors will return their identification badges upon their daily departure from school district property. Long-term substitutes will return their badges upon completion of their assignment.

Two picture identification badges will be issued to every district employee. These badges will be displayed on an outer garment at all times. All identification badges issued by the White River School District are the property of the school district. Upon termination of employment, employees must return their identification badges to their immediate supervisor before their final payment is issued. Lost or stolen identification badges must be reported immediately to the employee's supervisor. A replacement of a lost card will be provided by the Director of Human and Administrative Services for a fee of \$5.00.

Building administrators and/or supervisors are requested to take necessary action to make staff members aware of the identification card requirement, to see that the policy is implemented, and to cooperate with the office of the Director of Human and Administrative Services in scheduling photo sessions.

Security Lockdown Procedure for White River School District

Announcement will be made by an “all call” stating, “We are going into lockdown.” **Note: Some schools may wish to sound a bell or tone prior to making this announcement.** Immediately proceed with lockdown procedure after the announcement.

Teaching Staff:

1. Check the halls for students. Bring any students in the hallway into your classroom.
 2. Close and lock classroom doors and windows. Close blinds and curtains, if available. Staff and students should move away from doors and windows.
 3. Keep all students in the classroom working quietly. Remain with your students.
 4. Ignore all bells.
 5. Report missing and additional students (those not normally assigned to your class) to the main office/command center by telephone or e-mail if phone is not available.
 6. Do not leave the room until it is announced that the crisis is ended.
 7. If assistance is needed, place “**RED - Help**” sign in window and call office if phone is available. Place “**GREEN - OK**” sign if everything is okay.
 8. Move away from doors, windows, and hit the deck (go to the floor) when necessary.
 9. Staff without students will report to the nearest lockable room. They will attempt to make contact with the main office/command center for direction.
- Note: Substitute teachers will be issued a key(s) to their assigned classroom at the time they check in. The key(s) will be returned at the end of the day.

Students:

1. Students who are in the building but out of class (restroom, hall, etc.) will report directly to the nearest available lockable room or as directed by staff.
2. Students who are in PE will remain in the gym.
3. All students outside will return to their classroom or to the nearest available lockable room. **Elementary Schools – Students report to a designated area to be picked up by their teachers.**
4. Students who are at lunch will remain in the cafeteria.

Support Staff:

1. The plant manager and custodian(s) will confirm with the main office/command center notice of lockdown. They will, in conjunction with the principal and assistant principal(s) and any assigned staff, immediately:
 - a) Lock the outside doors they have been assigned to lock.
 - b) Lock all inside doors normally left unlocked, i.e., the gym doors, etc.
2. The kitchen staff will close and lock all kitchen doors. If the kitchen staff is not available, the plant manager will secure the kitchen. All windows should be secured. Staff should move away from doors and windows.

Security Lockdown Procedure for White River School District
(Continued)

3. Classified staff, itinerant staff, and volunteers should remain with their students if they are in a room which can be locked. If not, they and their students should go to the nearest lockable room. Staff and students should move away from doors and windows.

Office Staff:

1. Office manager will secure the office complex to include the front office door, the fire door, the hallway doors, and the staff lounge door.
2. Close blinds or curtains, if available. Office staff should move away from doors and windows.
3. Principal will establish the command center in the principal's office. **Note:** The **principal designee** will establish the command center, if the principal is out of the building. A staff member will be sent to the designee's classroom to manage the students.
4. Principal/Office Manager will:
 - *Call 9-911
 - *Call Dir. of Human and Admin. Services at Ext. 3822
5. Dir. Of Human and Admin. Services will:
 - *Notify district security
 - *Notify the Superintendent's Office
 - *Notify district switchboard operator
 - *Notify transportation to redirect the buses, Ext. 3984 or 3985
 - *Notify other schools as necessary
 - *Notify the maintenance crew for additional help if necessary
6. Principal will manage the command center and will be available to assist where needed.

NOTE: OUTSIDE CALLS WILL NOT BE TAKEN UNTIL STEPS 1 THROUGH 5 ARE COMPLETED (UNDER THE "OFFICE STAFF" CATEGORY).

Remember, the emergency radios are available

Once the police have arrived, they will coordinate their efforts with the district security and the building administrator to manage the situation. When the situation has been resolved, the principal or designee will inform the staff and students by means of an "all call" announcement. The Dir. of Human and Admin. Services will be notified by phone or radio. The Dir. of Human and Admin. Services will notify the switchboard operator. The principal will follow up with staff by means of a staff meeting. Follow-up with students may take place by means of an assembly or through a classroom explanation by each classroom teacher. The day of the lockdown, or as soon as possible, the principal will send a letter home with the students explaining the incident.

The key is to remain calm!!!