

Maryville R-II School District

Access Card / ID Card / District Keys

Employee: _____ (print name)

Maryville R-II School District believes that school should be a safe environment for all staff members, students, and visitors. In order to ensure safety and to keep buildings secure, MR-II will begin using ID/Access cards.

ID Card – ID only, does not include building access card

ID/Access Card – ID with building access card (keyless entry into building)

Maryville R-II School District employees will have either an ID card or an ID/Access card. The ID/Access cards will be used to enter outside doors at EFES, MMS, MHS, and NTS. Staff members will continue to carry a district key for doors inside the building and for use with various other locks.

Please wear the ID at all times during your contract hours. Do not give your card to anyone to use in your absence. It is a “key”; therefore it is your responsibility to keep the card in a secure location.

If your card is lost, **immediately** notify the Superintendent or your building administrator. The card will be deactivated until found. If the card is not found, a new card will be issued at a cost to the staff member.

The cards will also be used as a staff courtesy pass to home activities, excluding tournaments. If the spouse of a district staff member wishes to carry a courtesy pass, please inform your building office manager. Requested passes for spouses will be issued at the beginning of the school year.

I understand that it is my responsibility to keep my card in a secure location. If my card is lost or stolen, it is my responsibility to immediately notify the Superintendent so that the card can be **immediately** deactivated. Repeated misuse of card, may result in loss of access privileges. I also understand that there will be fees associated with replacing a card or a district key:

\$ 5.00 Cost to replace an ID card

\$10.00 Cost to replace an ID/Access card

The cost to replace a district key will be determined by the number of keys issued and the number of core locks associated with the lost key.

Signature of Employee

Date