

The issuance of identification badges to all employees is to ensure that unauthorized persons will not freely enter nor remain on the premises of any school without being challenged by someone in authority. Failure to make certain that badges are surrendered by employees who terminate employment for any reason will defeat this purpose.

In order to guarantee that identification badges will not fall into the hands of unauthorized persons, the following procedures will be observed.

1. The principal or immediate supervisor will collect the badge of any terminating employee at the time of termination or checkout. All badges of employees will be sent to the Personnel Office with termination papers.
2. New badges will be issued to all employees each year. The school year will be placed in a prominent location on the badge.

In the event that a badge needs to be replaced, the following procedures will be observed.

1. If the identification badge is lost, stolen, or accidentally destroyed, the employee should report the incident to the principal or supervisor immediately. A replacement copy will be issued for a fee of \$5.00.
2. If an employee's name changes during the time of employment, a replacement badge will be issued free of charge.

Approved: November 22, 1999

Amended: November 9, 2015