

4. District employees who forget their badge must immediately report to the building office or supervisor/designee and request a temporary badge.
5. A temporary badge is provided to the employee for use that day.
6. The temporary badge is returned to the office at the end of the day, with building principal/designee documenting the return of the badge.
7. The photo I.D. badge is to be returned to the supervising building principal upon termination of employment.

District Employee Replacement Badge

In the event there is a need to have an employee I.D. badge replaced, the following procedures should be followed:

1. Secure a temporary badge daily from the building administrator/designee.
2. Request replacement of the I.D. badge through the building principal.
3. A replacement cost of \$10.00 will become the responsibility of the employee.

Role Identification Badges

All visitors/consultants/volunteers, etc. whose duties require admission to classrooms or access to the hallways beyond the initial office visit, must wear a role identification badge:

1. All visitors/consultants/volunteers will be required, upon initial entry into the building, to secure a role identification badge from the main office.
2. Appropriate signage will be provided.
3. Principals will provide procedures to secure and return role identification badges.