

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 731.3 - IDENTIFICATION BADGES

- A. **Required identification.** Identification badges should be displayed in plain view by all regular employees while carrying out customary employment duties. Any person that is entering a school building, whether employed by the District or just a guest, must sign in at the main office, receive and wear, in an appropriate visible location, a School District identification badge designated for visitors, vendors, volunteers or substitute teachers.
- B. **Issuing identification badges.** The District Office will provide the initial picture identification badge, clip or lanyard to all regular employees, at no cost to the employee. No alterations may be made to the badge. Identification badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status. Building administrators will collect badges from all staff at the end of the contracted work period or end of the school year, unless circumstances warrant an employee keeping an identification badge for a specific purpose, i.e., summer school employment.
- C. **Visitors, Volunteers, Vendors, and/or Substitute Teachers.** All visitors, volunteers, vendors, and/or substitute teachers are required to check-in at the main office of the school building they are entering to obtain a visitors identification badge. When the visitor, volunteer, vendor, and/or substitute teacher leaves the school building they return the badge to the office. Building administrators will be required to maintain an adequate supply of School District Visitor Badges.
- D. **Lost or Stolen Badges.** In the event the identification badge is lost or stolen, the District will provide and pay for a replacement badge. Each additional identification badge required will be charged to the employee at replacement cost. When an employee badge is lost or stolen, employees must immediately contact their building administrator to request a replacement.

ADOPTION DATE: January 8, 2007

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: 731.3 Identification Badges

LEGAL REFERENCE: