



# USD #111 Doniphan West Schools

## 2010-2011

### ID Badge Policy

## Overview

To ensure the safety of all students and employees, a District-issued Identification Badge must be displayed while on property owned or operated by Unified School District #111.

## Core Requirements

- USD #111 will comply with all regulations issued by the State of Kansas Public Safety and Security Law and consider Kansas State Fire Marshall guidelines.

## Employee Responsibility

- All employees must have a valid ID badge when reporting to work.
- Report a lost, stolen, or misplaced ID badge to your Building Principal or District Technology Team immediately.
- Badges must be displayed on the outside of clothing at or above the waist at all times while on USD #111-owned or operated property.
- Each employee should challenge anyone who is not properly badged. A building principal should be contacted immediately.
- Proximity Access Card must be turned into Building Principal at the end of school year for teacher checkout.

## Definitions

- Proximity Access Card: Issued by the District Technology Staff and grants access to appropriate building.
- ID: Identification card with picture issued by District Technology Staff for identification purposes. This will be attached to the front of the Proximity Card for Doniphan West employees.

## Badge Replacement Procedures

Any employee who either loses or misplaces their District Issued badge must report it to any District Building Principal.

If the badge has been misplaced/forgotten and not actually lost, the local building principal may give the employee a temporary access pass to use for entry for that day only. The employee then brings his or her misplaced/forgotten badge in for the day.

If the badge actually has been lost, the building administration may give the employee a date-stamped one-day temporary pass to use for entry for that day. The employee then would report to the Administration before his or her next day and a replacement badge will be issued..

Temporary access passes will not be issued for more than two consecutive days/nights unless it is the weekend or a holiday.

A \$10.00 replacement fee will be charged for any lost badge.

**Employee Information**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**For District Use Only**

Date Received: \_\_\_\_\_ Issued: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Signature: \_\_\_\_\_