

Sparta Area School District

Article 338 –Identification Badges

Employees shall be provided with the identification badges. Employees will be required to wear their badges in a visible manner while working on school premises. For most regular employees badges will include a magnetic strip that may activate copy machines and provide building/room access. Once they are issued, badges are the responsibility of the employee. Employees are to adhere to the following guidelines:

1. Identification badges shall always be under the control of the employee. Students should not be allowed use of employee identification badges.
2. Employees must report loss of an identification badge immediately to their supervisor. Employees will be assessed \$10 for loss of badges.
3. Individuals who use their identification badge to gain or allow access to District facilities are responsible to ensure that doors remain secure. Unattended exterior doors should not be ‘propped’ open.
4. Identification badges must be turned into the school office or Business Office at termination of employment.

Legal Reference:

Cross Reference:

Approved: September 30, 2014

Revised: July 25, 2016