

**SUBJECT: IDENTIFICATION BADGES**

The Levittown Public School District is committed to providing a safe and secure environment for our students and employees. The District will issue Identification (ID) Badges to all full-time and part-time employees. The identification badge serves the dual purpose of allowing access to secured areas as well as readily identifying school District employees and other authorized personnel. In addition, the identification badges will provide measured protection against unauthorized personnel and intruders from entering District buildings.

**Employees and Temporary Staff**

Identification Badges will be issued by the Office of Administration and Personnel to all existing and new employees. The badges will include the employee's name, title, employee id number and photo, together with building and/or District information. Badges shall be worn during the school day and when advising or chaperoning school-sponsored activities.

Regular substitute teachers, consulting staff, and student teachers who are assigned to district buildings for a long period of time will be issued a regular ID badge by the Office of Administration and Personnel. A non-picture ID badge will be issued to temporary employees.

The ID badge is the property of the School District and may only be used by the individual to whom it was issued. Employees may not loan their ID badge to anyone for any reason. Upon separation from employment, employees are required to return the ID badge.

Upon the loss of a District Identification Badge by an employee, said employee shall complete an "Report of Lost ID Badge" form and submit the completed form along with the related replacement cost to the Office of the Assistant Superintendent for Administration and Personnel.

**Visitors**

Visitors, including approved volunteers and vendors, will present appropriate identification at sign-in; will wear a "Visitor" identification badge after signing in and gaining permission to be on the premises during school hours. The badge must be worn in a highly visible manner while in District buildings and shall be surrendered when exiting the building.

Administrative regulations shall be developed to implement the terms of this policy.

**Adopted: February 13, 2013**

**REPORT OF LOST ID BADGE**

*Form to be completed by employee and submitted to the Office of the Assistant Superintendent for Administration & Personnel*

Name of Employee \_\_\_\_\_  
(Please Print)

Title \_\_\_\_\_

Building \_\_\_\_\_

Employee # \_\_\_\_\_

---

---

To be completed by the Office of the Assistant Superintendent  
for Administration and Personnel

Date Form Received: \_\_\_\_\_

Payment of Replacement Cost - \$5.00: \_\_\_\_\_ (check) \_\_\_\_\_ (cash)

Date New I.D. Badge Issued: \_\_\_\_\_

Signature of Employee Upon Receipt of Replacement I.D. Badge

\_\_\_\_\_  
Signature of Employee

Ref: Policy 6400 – Identification Badges

**February 13, 2013**