

## Raymond School District Policy - ECAB

### Staff/Student Identification Procedures

The Raymond School Board, for the safety of students/staff members, requires all employees, volunteers, and visitors to school building property, or school sponsored functions to wear an identification badge visible at all times. The photo identification badge system will be identified by colors with picture, name, and school/department. The badge system with the appropriate designation, but without picture (number instead), will be utilized for visitors, chaperones for field trips, and substitutes and/or temporary employees.

Building administrators and/or supervisors are required to make all staff members aware of the identification badge system requirement, and to promptly schedule photo sessions for all school employees.

The badges will be made by the Superintendent's designee who will keep the information on file at the SAU #33 office. Appointments will be scheduled shortly after employment or starting of contracted services.

Identification badges are the property of the Raymond School District and are issued to persons only during the time of their employment. At the end of employment the badge will be turned in to the principal. Employees may obtain a replacement of a lost badge from the SAU #33 office at the cost of \$5.00 per card.

Students in grades 5-12 will be expected to wear their ID's on school property during the school day.

Adopted: September 6, 2001  
Revised: October 4, 2001  
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