

# POLICY

## SOUTH ORANGE MAPLEWOOD BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
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Identification Badges

### 3216.1 IDENTIFICATION BADGES

In an effort to create a safe and secure environment for district students and staff, all district employees will be issued a permanent identification badge. Staff members are required to wear the identification badges, in a manner that makes the badge visible to others, at any facility where district students are present.

Replacement badges will be issued as needed. The first replacement badge issued will be at no cost to the employee. Any subsequent replacement badges issued will be at a cost of ~~\$5.00~~ **10.00** each, to be paid by the employee. Badge replacements will be recorded on a school year basis. In unusual circumstances, where the badge was lost in a situation beyond the control of the employee, the ~~School Business Administrator~~ **Information Technology Department** may waive the badge replacement fee.

~~Employees~~ **Teaching staff members** leaving the district must return their identification badge to their immediate supervisor or the district's Personnel Office **and the Personnel Office will notify the Information Technology Department.**

Adopted:

First Read: 27 February 2025  
Second Read: 27 March 2025

