

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 817
OPERATIONS**

IDENTIFICATION BADGE

The Carson City School District requires that the following individuals be issued identifications badges:

All paid employees, both benefited and part-time, with the exception of “substitute” employees, will be issued photo identification badges by the Human Resources Department.

Visitors, substitute employees, and approved volunteers (to include parents, vendors, and community service workers) will be issued temporary identification badges without pictures by the individual site.

All Carson City School District employees shall wear identification badges when on Carson City School District property. Badges must be worn in a manner that is clearly visible.

When visitors, substitute employees and volunteers are present at a site, site personnel will issue them temporary identification badges. Temporary badges are to be worn during the entire duration of their visit to the site and returned to the office prior to leaving the site.

Badges are property of the Carson City School District and become the responsibility of the employee. Any employee who reports to work without a badge must notify their supervisor or site Administrator. There will be a \$5.00 replacement fee for lost badges.

Any employee who is transferred to a new site will receive a badge at no charge.

Adopted: August 13, 2002

Revised: February 9, 2010