

1. **All employees are required to wear district-issued badges while working on district property.** Badges produced by school photography companies are not official ID badges and should not be worn by staff. All visitors and volunteers are required to wear either a badge or sticker obtained from the main office on the campus they are visiting. Student teachers will wear student teacher badges. If you see an adult on any campus during regular hours who is not wearing a badge or sticker, please ask him or her to go to the Main Office to sign in and obtain a badge or sticker. First Responders (police and fire) can quickly identify employees if they are wearing the TSD ID badge.
 - a) **Volunteer:** A person wearing a **green** “Volunteer” sticker has gone through the district background check and is cleared to be around students. (PTSA, classroom or lunchroom helpers, field trip chaperones, and other regular volunteers will receive these “Volunteer” stickers.)
 - b) **Visitor:** A person wearing a **red** or **pink** “Visitor” sticker is on the premises for a limited time and a specific purpose. A “Visitor” has not had a background check by the district and should not be interacting with students unless in the company of staff. The only exception to this is a parent/guardian coming in to eat lunch with his/her student.
 - c) **Contractor:** A person wearing a white “Contractor” sticker is working for a private company, utility or public agency and is on campus for a specific reason. A “Contractor” has not had a background check by the district and will not be with students unless supervised by a staff member.
2. **District Keys: Do not attach your work/building keys to your ID badge.** Losing keys and ID would be a major safety and security issue, possibly requiring rekeying of the building at a cost of around \$40,000. Should an employee lose work keys, they are required to notify their supervisor as soon as possible. Should an employee lose a badge, immediately contact your supervisor or email tsdfacilities@tahomasd.us so the badge can be disabled.
3. A yearly inventory of your keys and badge will be conducted each June. You are required to fill out an Access Issuance Record (policy 6505F-1).
4. Need to replace a badge that is damaged or lost? Please contact tsdfacilities@tahomasd.us to request your badge. You will need to pick up your lost badge at Central Services Center and pay the replacement fee. A damaged badge will be replaced and sent to you via district mail.