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ID cards must be carried at all times during school hours.

First ID is free. Replacements cost \$3.00 for the ID card. A maximum of \$25 may be charged to purchase IDs.

Students shall carry ID cards at all times, unless for safety reasons, teachers direct otherwise during specific classroom activities.

ID cards must be carried to ride the school bus.

## **SUBSTITUTES**

A substitute folder, lesson plans, seating charts, daily schedule (including duties and special classes), emergency action plan, and other instructions **MUST** be available for the substitute.

## **USE OF EQUIPMENT**

Staff members are not permitted to use school equipment for personal purposes.

## **VOLUNTEERS**

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDF A-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. [15-512](#) is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.