LenapeTech
Education at Work

ADMINISTRATIVE REGULATION

APPROVED: May 21, 2026

REVISED:

# 325-AR-1. IDENTIFICATION BADGES

**These procedures establish expectations for the proper wearing, display, care, and management of identification (ID) badges as part of the employee dress and appearance standards. The goal is to support safety, professionalism, and easy identification of school staff.**

**The school will prepare identification badges for all school employees, which will be distributed by the building administrator or their designee.**

**Badges will display a picture of the employee, employee's name and title, and the name of the building in which the employee is based.**

**All school employees are required to wear identification badges during working hours and while on school property. Identification badges must be easily visible at all times, unaltered and in good condition.**

**Failure to properly wear an ID badge will be considered a violation of the employee dress code.**

**Employees with a documented medical, religious or disability-related need for an alternative must request accommodation through the Human Resources Office.**

**Employee ID badges must be recognizable; if the employee's appearance changes significantly, the employee must request a new ID badge.**

**Lost, Stolen, or Damaged Badges**

- **Employees must report lost or stolen badges immediately to administration.**
- **Badges that become unreadable or mechanically nonfunctional due to normal wear will be replaced at no cost.**
- **A replacement fee may apply for repeated loss or damage caused by misuse.**

**Temporary Badges**

- **Employees who forget their ID badge must sign in at the main office and obtain a temporary badge for the day.**

**Chronic failure to bring a badge will be addressed through the progressive discipline process.**

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