

TCW ID Badge Procedure

Policy: Staff members will follow the proper procedure in securing and returning Gloucester County Public Schools Electronic Access Badge.

Procedure:

- All full time staff members assigned on a permanent basis to the TCW site must request their Electronic Access Badge and key (if applicable) yearly from Nanette Costa-Desjarlais in the School Board Office. In the event that Nanette is unavailable, please see Penny McGuire in the School Board Office.
- At the end of each school year, all staff members issued badges are required to submit their badge to Nanette Costa-Desjarlais in the School Board Office. In the event that Nanette is unavailable, please see Penny McGuire in the School Board Office.
- If at any point a badge is misplaced, the Education Manager must be notified immediately. Failure to do so may result in loss of Electronic Access privilege.
- Staff members may not share or loan their badge to another staff member.
- Staff members are responsible for maintaining their badge in a safe place and ensuring good care is taken