



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

EMPLOYEE IDENTIFICATION BADGES | 5012.1

The District is committed to providing a safe and secure environment for students, staff, and visitors. Immediate identification of District personnel during both routine and emergency situations is essential. Therefore, all employees are required to display District-issued identification badges at all times in District buildings.

Badges are issued at the District Office front desk (302-552-3700) as part of the new hire process. Employees needing changes to their badge access or troubleshooting should email badges@redclay.k12.de.us. If employees need to come to pick up a new badge, they are generally available during normal business hours, but should call to confirm ahead of time.

Information regarding badge access schedules can be found in administrative memo 5012.X.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.