



## KAMEHAMEHA SCHOOLS®

KAMEHAMEHA SCHOOLS MAUI  
KA HUI PA'AHANA (OPERATIONS DIVISION)

### KS Maui ID Badge Requirements

Safety is all of our responsibility. The most effective programs question and report abnormalities, encourages communication and works to discourage behaviors that are not in the best interest of protecting our students, faculty and staff. Kamehameha Schools (KS) is committed to providing a safe and productive workplace environment for everyone. Part of providing a safe environment is to have all faculty, staff, guests and visitors wear ID badges at all times while on campus. This will help faculty, staff and students identify who may or may not belong on campus.

- Faculty and staff are required to wear identification badges when on campus.
- ID badges must be visible.
- If you see an individual on campus without proper identification or a visitor's badge, please escort them back to the appropriate division office to sign-in and receive a visitor's badge.
- If you are unable to address the individual(s) due to their unwillingness to cooperate, distance from your location, or you feel unsafe in doing so, please call Security at 572-4260 and your division office for immediate support.

To obtain a new or replacement staff ID badge please contact the Operations Office at 572-3245 to schedule an appointment during normal business hours (Monday through Friday, 7:30 am to 4:00 pm). Your photo will be taken and an ID will be issued at the Operations office.

Please be prepared to provide the following information if requesting a staff ID:

- First & last name
- Position/Job Title
- Department