



Book	Policy Manual
Section	800 Operations
Title	Identification Badges
Code	820
Status	Second Reading
Adopted	January 9, 2025

Purpose

In order to enhance the safety and security of students, employees and visitors in the district, all employees, substitutes, visitors, volunteers and vendors shall be required to wear identification badges provided by the district at all times in a visible fashion while on school district property.

Guidelines

The employee badges shall include name and picture. Visitor badges clearly display the word visitor.

Temporary or substitute employees will be issued a general substitute teacher badge. General badges shall be retained at the location to which they are assigned. They are to be returned to that location when the assignment is complete.

Visitors and volunteers will be provided a specially designed visitor badge that will designate them as visitors to the building. These badges will be issued to the individuals when they sign in. [1](#) They can also wear their own agency badges that have been approved by the building office.

It is mandatory that identification badges be visibly worn at all times in the district buildings, vehicles, or while on district business such as field trips, athletic events, or district meetings.

The identification badges shall remain property of the district. They must be returned to the district upon request of the Superintendent or designee.

When an employee terminates their employment with the district, is furloughed, or will be absent for an extended period such as a sabbatical or extended medical leave, it is the responsibility of the employee to return the badge to the appropriate supervisor.

Failure to fully comply with this policy may result in disciplinary action as provided for by Board policy and / or the respective collective bargaining agreement. [2](#)

Lost or Damaged Identification Badges

Employees are required to report the loss or theft of their identification badge. If an employee badge is lost or damaged to the extent it is no longer legible enough to provide easy identification, a free replacement badge shall be provided by the district for the first instance. Additional replacements will be provided and purchased by the employee at a cost determined by the district.

Delegation of Responsibility

It shall be the responsibility of the Superintendent or designee to ensure adherence by employees, visitors, and contractors to this policy.

- District Buildings - Principals
- Cafeteria - Principals and Director of Food & Nutrition
- Transportation - Contractors
- Facilities & Services - Principals and Team Leaders
- Substitutes - Principals and Administrators at each building location
- Visitors & Contractors - Principals and Administrators at each building location or Business Manager

Cross References [Pol 317 Conduct / Disciplinary Procedures](#)
[Pol. 907 School Visitors](#)