

#### **403.8 IDENTIFICATION BADGES**

For the safety and security of all students and staff, all district employees, full and part-time, are required to wear a district-provided photo identification badge during their contracted work day.

All grant employees, school board members and school resource officers and service providers who are in the buildings are also required to wear identification that at a minimum includes name and place of employment.

Guidelines include:

- The badge must be worn unaltered at all times while on duty.
- The badge must be worn clearly visible above the waist.
- In the event that your badge is lost or stolen, it must be reported immediately to the Human Resources Office.

There will be a \$2.00 replacement fee for lost or stolen badges.

Other examples of when employees are encouraged to wear the identification badge:

- On field trips.
- While supervising school events.
- Taking tickets at events.
- Timekeepers, scorekeepers.
- At speaking engagements where you represent the school district.
- Other times as deemed appropriate.

Guests and other visitors to school district attendance centers shall report to the school office and will be provided a visitor's identification badge that shall be worn while they are in the building.

LEG REF: Iowa Code § 279.8.

APPROVED: 02/08/99 REVIEWED: 09/13/21 REVISED: \_\_\_\_\_