

## STAFF PERSONNEL

Code No. 404.2 R

### Title: Badge Policy

For the safety and security of all students and staff, all Northeast Community School District employees, full and part-time, are required to wear a photo identification badge provided by the district during their contracted work day and during all extra-curricular contracted duties.

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

#### Guidelines:

1. The badge must be work unaltered at all times while on duty.
2. The badge must be worn clearly visible above the waist.
3. In the event the badge is lost or stolen, it must be reported immediately to the building principal's office.
4. There will be a \$5.00 replacement fee for lost or stolen badges.

The badges should also be worn:

1. On field trips;
2. During supervision of school events;
3. When taking tickets at events;
4. When serving as a time-keeper or score-keeper;
5. Speaking engagements when representing Northeast Schools.