

Board Policy

Code No. 804.5

STAFF AND VISITOR IDENTIFICATION BADGES

Staff Identification Badges:

Staff identification badges will be utilized in the Bettendorf Community School District for identification purposes in all district buildings.

Guidelines:

All staff members will have their photo identification badges taken on a time schedule to be determined by the school district. The badge will contain the employee's picture, name, building, job title, and appropriate bar code.

Volunteers and other visitors will be issued visitors' passes from the principal's office.

All staff shall wear their staff identification badge at all times while in the district. Guest teachers and temporary employees will be issued temporary identification to be worn at all times while working in the district.

The identification badge is the property of the Bettendorf Community School District. When the employee leaves the district, it is the responsibility of the employee to return the badge to the Human Resources office.

In the event the badge is lost, replacement badges must be purchased by the employee at the following rates:

- \$2 – First replacement
- \$4 – Second replacement
- \$5 – Every time thereafter

Approved: May 6, 1996

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March 18, 2002
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