

# Three Rivers School District

Code: ECAAA/GACA  
Adopted: 11/19/13  
Orig. Code: ECAAA/GACA

## Employee Identification Badge System

The badge system will assist parents and other visitors to school locations in identifying school employees. It is also a part of the district safe schools plan.

Identification badges will be prepared for every district employee, including substitute employees, and will include the school name, a picture of the employee, and the employee ID number.

~~Employees will display the identification badge on an outer garment at all times when performing duties for the district to show identification as a school employee.~~

### Guidelines include:

1. Identification badge must be displayed on an outer garment, front facing and located between the neck and navel/midline.
2. Identification badge must be displayed at all times when performing duties for the district to show identification as a school employee. This could include but is not limited to: during school hours, field trips, supervising school events, working school sports/activities, or in any district building.
3. In the event that an employee identification badge is lost or stolen, such shall be reported to your building administrator and office manager immediately so a new one can be issued.

A badge/~~sticker~~ system, using a badge/~~sticker~~ with appropriate designation, but without photograph, will be utilized for visitors to schools.

Identification badges are the property of the district and are issued to persons only during the time of their employment. Upon termination of employment, the badge must be returned to the district before final salary payment is received.

END OF POLICY

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### Legal Reference(s):

[ORS 192.447](#)

[ORS 332.107](#)

[ORS 332.505](#)