

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO**

**PROCEDURES**  
Section 200.2, Pages 1-2

**IDENTIFICATION BADGES**

In an attempt to enhance student and staff safety, standardized District Photo Identification Badges will be issued upon employment with the Mountain Home District. This badge is the property of the school district and must be returned upon termination of employment, or when a new badge is issued. All school employees shall wear these District Photo Identification Badges during work hours, or while on school district property. It is the responsibility of the building principals or area directors to ensure employee compliance with this procedure.

Permanent full-time and part-time employees will be issued a District Photo Identification Badge with standard Prefix, Last Name, Photograph, and Title or Position (i.e. Mr. Smith, [Photo], Superintendent, School District; Mrs. Jones, [Photo], 7<sup>th</sup> Grade Teacher (or Subject (7<sup>th</sup> Grade Math)), MHJH).

Upon a school building's request, the District Office will make numbered Generic Identification Badges for the building's use as determined by the building administrator.

Each building is authorized to have numbered Generic Identification Badges created by the photography company the school uses for its student and staff school pictures (i.e. Dorian Studios), or create building, as long as the badge/sticker follow the requirements of this non-policy procedure.

Temporary or substitute employees will be issued a numbered Generic Identification Badge, from the building depending on the job and location they are assigned. Generic Identification Badges will be retained at the building location and under the control of that individual's supervisor, or designee, or front office.

All visitors and volunteers will be issued a numbered Generic Identification Badge or a sticker, while they are on school property. Visitor and volunteer Generic Identification Badges will be retained at the administration office in each building. These identification badges will be checked out to the individual when they sign in at the office; these badges must also be returned when the individual leaves the building. Generic Identification Badges may include badges created by the photography company the school uses for its student and staff school pictures (i.e. Dorian Studios), or stickers created by the building.

Certain vendors will be issued a District Photo Identification Badge due to frequent requirements to be in the buildings. Vendors will be issued a District Photo Identification Badge at the discretion of the District Office. All vendors not receiving a District Photo Identification Badge will be expected to acquire a numbered Generic Identification Badge or sticker at the site they are visiting and abide by the visitor/volunteer procedures.

- A. District Photo Identification Badges for Permanent full-time and part-time employees will:
- Include the prefix and last name of the individual (i.e. Mr./Mrs./Ms. Last name)
  - Include the individual's photograph
  - Include the individual's position (i.e. 7<sup>th</sup> Grade Math, 3<sup>rd</sup> Grade Teacher, Paraprofessional, etc.)
  - Include the name of individual's school building (i.e. MHHS, Maintenance, District Office, etc.)
  - Be created at the District Office
- B. District Photo Identification Badges for regular Contractors/Vendors will:
- Include the prefix, and last name of the individual (i.e. Mr./Mrs./Ms. Last name)
  - Include the individual's photograph
  - Identify the individual as a Contractor or Vendor
  - Include the name of the individual's company for which he/she works (i.e. ACCO, Johnson Controls, etc.)
  - Be created at the District Office
- \*\*\*NOTE: all other non-regular Contractors/Vendors are expected to acquire a numbered Generic Identification Badge or sticker from the building.
- C. Generic Identification Badges (Substitute, Visitor, or Volunteer) will:
- Be created at the District Office upon request of the building, or may be created at the building level
  - Be issued at the building level
  - Include the name of the issuing school
  - Be numbered sequentially by building
  - NOT include the name of the individual
  - Be issued at the building level when the substitute teacher, visitor, or volunteer arrives at the building site
  - Be collected when the substitute teacher, visitor, or volunteer leaves the building site

All identification badges will be kept free of pins, stickers, or other items that would impair the visibility and/or identification of the individual's name or photo on the badge. The District Office can duplicate damaged or lost badges upon request.

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