

## **IDENTIFICATION BADGES**

**In order to maintain school safety, it is important that school officials be able to determine the identity of all employees present in USD 501 buildings or other school district property or at any school activity. Therefore all employees of the Topeka Public Schools, including substitutes, shall visibly wear an identification badge issued by the Human Resources Department whenever and wherever they are on duty for the school district. Each school district building or facility shall ensure visitors and volunteers are given a visitor or volunteer identification badge which shall be displayed on their person at all times while they are in the school.**

**Employee identification badges shall be displayed using devices provided by the Human Resources Department and shall, at a minimum, contain the employee's name, photograph, identifying number, and an expiration date. Lost identification badges shall be replaced as soon as possible, at the employee's expense. Additional duplicate identification badges may be obtained from the Human Resources Department at the employee's expense. All identification badges shall be returned to the Human Resources Department upon resignation or termination of employment.**