

**Wilson Area School District
Staff ID Cards**

Purpose The Wilson Area School District will utilize staff identification cards for security and identification purposes in all buildings. By visibly wearing the identification cards, staff will be easily identified. Staff members will have their photo identification cards taken over a time schedule to be determined by the district. There will be no cost to the staff member for the initial card.

Authority The Board establishes that the use of staff identification cards shall be required for all employees.

Guidelines During hours of employment and/or while on school property, all staff members are required to visibly wear an official identification card. The identification card can be worn with a clip or chain, but it must be visible for people to see.

The ID card is the property of Wilson Area School District. The staff ID card must be relinquished upon resignation, termination or retirement.

One (1) ID card will be issued to each person. Due to material costs, the district will be charged \$5.00 for each replacement card.

If a card is lost or stolen, the staff members must contact the district security officer in a timely fashion and make arrangements for an additional card. Once a replacement card is made the charge is levied on the staff member, whether or not the original card is later found.

The ID card is to be worn at all times while on the job. Failure to wear a staff ID card, or to obtain a new ID card if one is lost, will result in progressive discipline.