### 1. 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 can easily be identified.

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

### 3. Guidelines
Staff members will receive their initial photo identification card at the start of their employment, at no cost to the staff member.

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

During hours of employment, all designated 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.

If a card is lost or stolen, the staff member must contact the District in a timely fashion and make arrangements for an additional card. If the card is later found, it should be turned over to the District.

Replacement cards will be issued for lost or damaged cards at no cost to the staff member. However, the District may impose a charge for excessive requests for a replacement card.

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