

# WILMINGTON AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PHOTO IDENTIFICATION  
BADGES

ADOPTED: August 18, 2014

REVISED:

345. PHOTO IDENTIFICATION BADGES	
1. Purpose	The Board recognizes its responsibility to ensure the safety and welfare of students, employees and visitors. The clear display of photo identification badges by administrative, professional and support employees shall assist in the provision of a safe school environment.
2. Authority	It shall be the policy of the Board that all administrative, professional and support employees shall be required to visibly wear a properly issued District photo identification badge while on district property and during assigned work duties.
Pol. 004, 305, 307, 818	This policy shall also apply to contractors, student teachers/interns, substitutes and Board members.
3. Delegation of Responsibility	The Board authorizes the Superintendent or designee to develop Administrative Regulations to implement this policy.
4. Guidelines	<p>The photo identification badge shall contain the following:</p> <ol style="list-style-type: none"> <li>1. Photo of employee.</li> <li>2. Name of employee.</li> <li>3. Employee Classification.</li> <li>4. District logo.</li> <li>5. District name.</li> <li>6. Lost and found information.</li> </ol> <p>In the event that a photo identification badge shall be lost or stolen, a fee shall be imposed for a replacement badge.</p>

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<p>Pol. 317</p>	<p>Each photo identification badge shall be required to be submitted to the immediate supervisor upon retirement, resignation or termination of employment or assignment with the district.</p> <p>Violations may result in disciplinary action, in accordance with Board policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 000, 004, 305, 307, 317, 818</p>
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