NO. 345

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: IDENTIFICATION BADGES

FIRST READING: April 23, 2015

SECOND READING: May 28, 2015

APPROVED: June 25, 2015

REVISED & APPROVED: November 19, 2020

	345. IDENTIFICATION BADGES
1. Purpose	Identification badges shall be utilized across the Career Center campus by all employees. All employess have a responsibility to assist with keeping the Career Center safe and secure, in accordance with the requirements of this policy.
2. Guidelines	1. All Career Center employees, substitute employees, independent volunteers, student activity sponsors (collectively, "staff members"), as well as authorized visitors and contracted service providers, will be issued and are required to wear identification badges at all times while on the Career Center property. Staff members' badges will contain the employee's photograph, name, job title and other information as required by the administration. Staff members are prohibited from covering or concealing any portion of their identification badge. 2. Identification badges are personal to the holder and shall not be given or loaned to any other person, and shall not be used in any way except by the personal holder. It shall be the responsibility of each and every staff member to notify the Principal immediately if a badge is lost, stolen, or misplaced, even temporarily. 3. Contracted service providers will be issued a badge, in the form approved by the administration.
Pol. 907	4. Identification badges constitute the property of the Career Center. Employees and other staff members who separate from employment or service with the Career Center are required to return their identification badge to the Executive Director on or prior to their last day of work. Visitors are required to return temporary identification badges to the school office when they leave the premises.

Pol. 907	5. Staff members should promptly report any unusual activity of persons, including any individual not wearing an identification badge, to the school office and/or administration. 6. Failure to comply with the requirements of this policy will result in disciplinary action against the staff member. References: School Code - 24 P.S. Sec. 510 Board Policy - 317, 709, 818, 907