No. 4130
SECTION: PERSONNEL
TITLE: IDENTIFICATION CARDS

ADOPTED: 6/21/10
READOPTED: 1/29/14;11/15/16;5/20/25
REVISED: 6/17/14

OXFORD AREA SCHOOL DISTRICT

Purpose

To ensure a safe school environment, all employees who have completed all legally required background clearances, will utilize identification cards in the Oxford Area School District for identification purposes. All board-approved subcontracted service employees will utilize identification cards in the Oxford Area School District for identification purposes.

Guidelines

All employees of the Oxford Area School District will have their identification cards issued on a time schedule to be determined by the school district human resources office. The card will contain the employee's picture, name, and location.

The identification card shall be visibly worn at all times while performing duties in the district. The identification card is the property of the Oxford Area School District. When the employee leaves the district, it is the responsibility of the employee to return the card to his or her supervisor.

In the event the card is lost, a first time replacement card will be issued at no cost. Thereafter, a fee of $5.00 will be charged for the replacement of lost cards.

Identification cards will be issued to necessary personnel after compliance with the required employment background checks necessary for all school district employees.