



## JUNIOR HIGH SCHOOL STUDENT ID CARD GUIDELINES AND PROCEDURES

**Rationale: Ensuring the safety and security for all students and staff is our top priority each day.** In an effort to enhance our current security procedures, the wearing of ID cards provides a professional setting and promotes College and Career Readiness for all students. The use of ID cards is required at college, university campuses, and in the workplace. Identification of staff and students is an important component of the junior high school safety plan and cannot be compromised.

**One student ID with lanyard will be provided to every student at no cost.**

### **The benefits of students wearing a current student ID card:**

- be identified as a member of the class/school
- borrow library books and textbooks
- obtain early dismissals from the main office
- allow movement from the cafeteria during lunch (restrooms)
- be on the high school campus before or after school
- move between classes and/or use the restroom during a class period
- participate in school activities, assemblies, dances, etc. on the high school campus

### **Student ID Card Guidelines:**

A student's ID card authorizes them to be on the junior high school campus. **EVERY** student must wear the student ID card while on school grounds. Student IDs may be left in the student's assigned locker overnight to ensure the student ID is not left at home.

### **The following procedures must be adhered to when wearing student ID cards:**

- Student ID cards **must be worn on a lanyard.**
- Student ID cards cannot be worn on a shirtsleeve, pants, outside of pockets, under a shirt, coat, jacket or at the bottom of their shirt.
- The student ID card **must be visible AT ALL TIMES** (i.e. not kept in a purse, pocket or backpack).
- The student ID card must be presented to any school staff member or person of authority upon request.
- **The front and back of the student ID card cannot be altered** (i.e. no markings, other photos, etc.). Defacing or altering the student ID is prohibited.
- Wearing another student's ID card is prohibited.
- Lost, stolen, altered, damaged and/or defaced student ID cards must be replaced **IMMEDIATELY.**

**Lost ID badges cost \$5.00 to replace. Students can purchase a new lanyard from the school or purchase their own. We recommend tear away lanyards.**