

PROCEDURES FOR STUDENT IDS

September 10, 2010

Student Responsibility

Students must wear their color coded lanyards, with student IDs (permanent or temporary) attached, around their necks, when in the building or on school grounds during the school day, except when the supervising staff member excuses students from wearing an ID due to the nature of the activity such as athletics or within certain shops. When requested to do so by school staff members and other appropriate officials, students must allow them to inspect their IDs. Students who are unable to produce an ID (permanent or temporary) will be sent to the BRC to be assigned an after session by the BRC staff.

Implementation Issues & Procedures

- 1) At the earliest time possible at the start of the school year, students will be issued a color coded lanyard, an identification badge, and a protective covering for the badge.
- 2) Homeroom teachers will review the procedures for student IDs with their homeroom students.

Students will need their IDs for:

- General identification purposes
- To receive treatment at the Nurses' Office
- Purchase lunches
- Check out materials from the Library/Media Center
- Board late busses

Temporary IDs

- Temporary IDs are designed to appear similar to the regular ID and will be issued as follows:
 - Temporary IDs will be available from 7:35 AM until 8:10 AM at the back of the Media Center for all students arriving to school on time.
 - Students, who arrive to school late and are in need of a temporary badge, will be given said badge at the Main Office when they check in.
 - No temporary badges will be given during the lunch hours.
- Homeroom teachers, Period 1 teachers, and Shop instructors are asked to monitor as follows:
 - Check at the start of the day and/or class to make sure that each student has the requisite lanyard and badge.
 - Until 8:10 AM students who do not have the requisite ID are to be sent to the back of the Media center to obtain a temporary one.
 - In addition shop instructors need to make sure that students are wearing their badges when they leave the shop for lunch.

SEE FLYERS FOR ADDITIONAL INFORMATION