

Book	Policy Manual
Section	200 Pupils
Title	High School Student Identification Card
Code	(245)
Status	
Adopted	
Last Revised	

Purpose

The high school student identification card will help improve security in our schools. Students wearing a visible student identification card will be easily identified by other students and staff. In the future, the card shall also serve as a student services card that will include but not be limited to attendance, lunch card, bus card, activity card, etc.

Definitions

High School Student- an individual enrolled in grades 9 through 12 at Wilkes-Barre Area School District.

ID- student identification card

Staff- a teacher, principal, nurse, guidance personnel, security officer, school police officer, substitute teacher, aide or maintenance personnel.

Temporary Identification ID- an ID printed on a visitor badge to act as a temporary identification form and presented to a student who is not in possession of his/her issued student ID card. Temporary badges are valid for one day only.

Lanyard- a school district approved break away style identification cord used by students to carry their ID card around their neck.

Authority

During normal school hours and while on school district property and on District transportation, all high school students are required to wear an official Wilkes-Barre Area School District identification card. The identification card must be worn on a breakaway lanyard around the students' neck. The identification card must be visible for staff and administration to see.

The identification card is the property of the Wilkes-Barre Area School District. The student identification card must be relinquished to any staff member or bus driver upon request. If a student withdraws from the district, the identification card must be returned to the main office.

Guidelines

One (1) identification card shall be issued to each student at no cost. Due to material costs, a charge of five dollars (\$5.00), payable by check or money order, shall be charged for each replacement card. Replacement breakaway lanyards may be purchased at a cost of two dollars (\$2.00) each, payable to the Wilkes-Barre Area School District by check or money order only.

This charge shall be used to help defray the expenses of materials and creating an additional card. This fee shall be paid to the main office. Students are only allowed to possess one (1) identification card at a time.

If a card is lost, stolen, or broken, a temporary ID will be issued until a new identification card is made. This temporary ID will only be valid for a maximum of one school day.

Students will be checked for their Identification cards prior to boarding District transportation and upon entry into a building. Teachers will be responsible for checking students as they enter their classrooms to ensure that they are still displaying their identification cards.

No student shall possess another student's identification card. If a student finds another student's identification card, that card must be immediately turned over to a member of the teaching staff, security, school police or administrative staff. The card shall then be turned in to the main office, who will be responsible for determining how the student became separated from his/her card and returning it to him/her.

New enrollees shall report to the High School Guidance department and as part of their registration process, they will have their picture taken and provided a temporary ID card. A permanent card will be printed and provided to the main office for distribution.

Identification cards must be properly worn by all students at all times during the school year. The ID is to be worn in full display on the chest area on a district approved, break away lanyard. It is a violation of school policy to be in possession of some other person's identification card or to lend an identification card to another person.

New photo identification pictures will be taken and new cards issued when necessary due to wear or substantial changes to a student's appearance.

Students are responsible to report lost, damaged or stolen identification cards immediately upon discovery to a teacher, school police officer or administrator. The main office will be in order to document the missing card and issue a new card.

Students must be in adherence to the dress code when having a photo taken for an ID card. No sunglasses, hats or face masks shall be allowed.

Students are responsible for presenting their identification card upon request to any staff member or bus driver.

Students are responsible to swipe or "tap" their identification card on any card reader as required.

Students who are not displaying their identification card or a temporary identification issued by the school district shall be sent to the office immediately.

Students are not allowed to alter, deface or otherwise change the appearance of their ID cards.

Discipline

<u>Level One</u> Student reports that he/she forgot their ID card	<u>Level Two</u> Student has a counterfeit ID or ID belonging to another student.	<u>Level Three</u> Student refuses to wear ID card
<p>First Offense- warning is recorded, a temporary ID issued, and parents are notified.</p> <p>Second Offense- Out of school suspension and counts toward a pre-expulsion.</p>	<p>First Offense- Suspension and parent is notified</p> <p>Continued Offenses – according to the discipline policy and all count towards pre-expulsion.</p>	<p>Parent meeting will be held and student may be placed in the Wilkes-Barre Area Cyber Academy</p>

*ALL DISCIPLINE IS AT THE DISCRETION OF THE ADMINISTRATION