Book Policy Manual

Section 200 Pupils

Title Student Identification Card

Code 245

Status Active

Adopted

Last Revised June 28, 2022

**Purpose**

The 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**

**Student-** an individual between the ages of five (5) years to twenty one (21) years of age enrolled in the Hazleton 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 by the Scholar Chip kiosk to act as a temporary identification form and presented to a student who is not in possession of his/her issued student ID card.

**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, all students are required to wear an official Hazleton Area School District identification card. The identification card shall be worn on a 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 Hazleton 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 Security Office of the students school.

**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 break away lanyards may be purchased at a cost of two dollars ($2.00) each, payable to the Hazleton 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 Security personnel at the photo identification site. 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 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 over to Security 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 Security Office as part of their registration process where they will be issued an identification card.

The photo identification equipment will be run and maintained by the Security Department.

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 students appearance.

Students are responsible to report lost, damaged or stolen identification cards immediately upon discovery to a teacher, security officer, school police officer or administrator. Security will be notified as soon as practical 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 gang colors or symbols shall be allowed. 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 security shall be sent to the office immediately.

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

**Discipline**

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| Level One  Student reports that he/she forgot their ID card | Level Two  Student is caught without an ID card. | Level Three  Student has a counterfeit ID or ID belonging to another student. |
| One time occurrence is allowed. A temporary ID will be issued and the offense recorded. | **First Offense-** warning is recorded and a temporary ID issued if necessary.  **Second Offense-** Parent/guardian notified and a temporary ID issued if necessary.  **Third Offense-** Out of school suspension, and counts towards a pre expulsion. | **First Offense-** Suspension.  **Continued Offenses-** according to the discipline policy and all count towards to pre expulsion. |