

**STUDENT IDENTIFICATION**

1. Identification Card
  - a. All students in grades Middle School and High School shall be issued an identification card by the School System. Information on the card will include a photograph, name, school attending, and coded access numbers. Each card shall be carried, or displayed as instructed in the Student Handbook. Violation of this policy may result in discipline as outlined in the Student Handbook.
2. Safety Situations
  - a. With permission from a Principal or Director, an ID may be removed and set aside while a student is engaged in a situation where the wearing of an ID may pose a risk or hazard (machinery or human performance classes). The ID must be put back on when leaving that classroom or work area to access other parts of the building.
3. Temporary Identification
  - a. In the event that an official ID card is unavailable for any student, assigned staff shall issue a temporary ID card. A temporary ID shall be issued daily until a permanent ID is obtained. Each temporary ID shall be returned to the front office, security desk, or administrator upon exiting the school facility.
4. Loss of an ID Card
  - a. Loss of an ID card will require immediate replacement. A fee may be charged for replacement.
5. Uses of Card
  - a. The card may be used for various school purposes as approved by the School Committee and/or the Superintendent of Schools. These may include cafeteria, library, and security purposes (copying exams). It may also be used as a prerequisite for admittance to after-school functions.

**Legal References:**

Windham School Board	Policy Code: JRD
Approved: January 30,2018	