



ADMINISTRATIVE PROCEDURE 5125 STUDENT IDENTIFICATION CARDS

Responsible: School Police Department

PURPOSE

This administrative procedure shall describe the protocol followed for student identification cards.

PROCEDURE

1. Every student enrolled in a WCSD high school must have a school ID card for the current school year.
 - a. When requested by any school official, a student must show his/her ID card as proof of enrollment.
 - b. Schools may charge an initial fee as well as a replacement fee for the card.
 - c. In addition to the name of the school and current school year, each ID card will show the student name, grade, Student ID number and bar code, and may indicate a yes or no for book deposit, internet authorization, yearbook purchase, and payment of the activity fee.
2. A home school, private school, or charter school student who is enrolled in one or more classes or one extra-curricular activity, including sports, at a WCSD high school must be designated as such in Infinite Campus.
 - a. He/she must have a school ID card from the high school he/she is attending part-time (e.g. a home school student who is taking a class at Reed High School must have a Reed High School ID).
 - b. The card for the student who is only on campus part-time will have a colored sticker affixed to the FRONT of the ID card to indicate his/her part-time status. (See Administrative Procedures on Charter School Students and Home and Private School Enrollment)
3. The student who is dual-enrolled (e.g. a student from Hug High School who is taking one or more courses at Sparks High School) must carry the ID from the zoned school and will not be issued a second ID (see Administrative Procedure on Dual Enrollment). Schools may wish to issue an "on campus" card to WCSD part-time students to indicate the time/activity for which the student may be on campus. The AACT student must also carry an AACT ID card.
4. Students are expected to relinquish the ID card when withdrawing from school. If a student withdraws from one WCSD high school and enrolls in another WCSD high school during the school year, the new school should not issue an ID card until proof is received that the student has returned the original ID card.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to provide consistency with regard to student identification cards.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

| Date | Revision | Modification |
|------------|----------|--|
| 04/01/2012 | 1.0 | Adopted as Accepted Practice |
| 06/27/2014 | 2.0 | Revised: converted to Administrative Procedure |