



ADMINISTRATIVE PROCEDURE 5125 STUDENT IDENTIFICATION CARDS

Responsible: School Police Department

PURPOSE

This Administrative Procedure shall describe the protocol followed for student identification cards in the Washoe County School District (District).

PROCEDURE

1. Every student enrolled in a District 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's 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.
 - d. Ensure that information concerning the SafeVoice Program, including, without limitation, the telephone number for the hotline established pursuant to NRS 388.1455: Appears on the back of any identification card issued to a student. The SafeVoice information shall not be obstructed.
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 District 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.
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 Schools may wish to issue an "on campus" card to District part-time students to indicate the time/activity for which the student may be on campus. The Academy of Arts, Careers and Technology (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 District high school and enrolls in another District 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.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Administrative Procedure 6234, Private, Charter, or Home School Enrollment in District Class; and
 - b. Administrative Procedure 6315, Dual Credit.
2. This Administrative Procedure complies with Nevada Revised Statute (NRS) and Nevada Administrative Code (NAC) to include:
 - a. NRS 388.1455, Establishment of SafeVoice Program.

REVISION HISTORY

Date	Revision	Modification
04/01/2012	1.0	Adopted as Accepted Practice
06/27/2014	2.0	Revised: Converted to Administrative Procedure
06/22/2022	3.0	Revised: Update to reflect SafeVoice information