

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

STUDENT IDENTIFICATION CARDS (IDs)

In order to promote the safety and security of all students and employees, it is the policy of the Clarksville-Montgomery County School System that all students will either wear or keep student identification cards on their person at all times while on school property or on CMCSS transportation. The only exclusions that may apply are circumstances in which the ID could pose any kind of safety risk for the student while they are being worn, such as during recess, physical education classes, field trips, etc.

IDs will be equipped with Radio Frequency Identification (RFID) technology for the following uses:

- Scanning onto school buses to provide greater accountability and location awareness when students are in transit to and from school;
- Going through the lunch line, to provide more efficient lunch service;
- Checking out materials in the library;
- Where needed, checking students into and out of the school building

School administrators, teachers, and other school-based employees shall ensure that students keep their IDs on their person at all times:

- For elementary students, IDs may be clipped to a backpack, or collected by the teacher while students are in the classroom to be distributed again when they will be needed for lunch, the library, or boarding the bus.
- Middle and high school students shall wear their IDs at all times.

In the event that students are engaged in an activity in which wearing a Student ID on a lanyard could pose a safety hazard, IDs shall be secured for the duration of the activity. ID's will either be collected and stored by the teacher, or students will store their IDs in a safe location, such as a personal backpack, a wallet, or handbag.

In the event a student forgets or does not have an ID over the course of the school day, the student shall receive services available throughout the school day in the following ways:

- Transportation – The driver will record the name of the student and the time the student boarded the bus and share that information with dispatch.
- Lunch lines – A cafeteria employee will enter the student's number into the system if the student forgets a card. Students should always be able to go through the lunch line, whether they have their card to scan or they are required to have a number entered by a cafeteria employee.
- Library – A librarian will input the student's number if a student forgets the card.

Students shall not alter their ID card, including putting stickers on the card, marking on the card, or otherwise defacing the card in any way. Defacing a student ID will be considered a Category 1 Offense in the Student Code of Conduct. In the event that a student loses his/her ID card, a new



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card can be printed for them in the front office. For the 2022-2023 pilot phase of the student ID program, students will not be required to pay for re-printed cards.

Associated Documents: Student Code of Conduct (INS-M001)

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/22		Initial Release

***** End of Policy *****