

#8110.1

**HEWLETT WOODMERE U.F.S.D.
PHOTO IDENTIFICATION CARDS**

The Board of Education recognizes the importance of safe and secure learning environments. Therefore, all students, staff, consultants, contractors and authorized visitors of the Hewlett-Woodmere UFSD shall be provided with a photo identification card. The photo identification card must be worn in a safe, highly visible, non-offensive location whenever on school board property. The intent of the program shall be to assist with establishing a safe and secure environment for the school community at large. The Superintendent of Schools or designee will administer the program.

Adopted:
April 27, 2004

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DISPLAY OF PHOTO IDENTIFICATION CARDS

Employee

All employees of the Hewlett Woodmere U.F.S.D. shall be provided with a photo identification card. Employees provided with a photo identification card are required to wear their identification card in a safe, highly visible, non-offensive location whenever on school board property in an employee capacity.

Students

All students 6th grade through 12th of the Hewlett Woodmere U.F.S.D. shall be provided with a photo identification card. Students provided with a photo identification card are required to have their identification card in their possession whenever on school board property, on a school bus, or on a school field trip. Students will be required to produce their identification card upon request from any school official or public safety person.

Substitutes

All regular substitute employees of the Hewlett Woodmere U.F.S.D. shall be provided with a temporary identification card. Substitute employees provided with an identification card are required to wear their identification card in a safe, highly visible, non-offensive location whenever on school board property in an employee capacity. Substitute category shall apply to all classified and certified subs retained by the Board who work on school property. Staff issuing substitute ID's will verify the person's identity by means of photo identification.

Consultants

All consultants of the Hewlett Woodmere U.F.S.D. shall be provided with a photo identification card. Consultants provided with a photo identification card are required to wear their identification card in a safe, highly visible, non-offensive location whenever on school board property in an employee capacity. Consultant category shall apply to all professionals retained by the Board who visit school property. Staff issuing consultant ID's will verify the person's identity by means of photo identification.

Contractors

All employees of a contractor hired by the Board for school projects for the Hewlett Woodmere U.F.S.D. shall be provided with a photo identification card. All employees of the contractor are required to wear the photo identification card in a safe, highly visible, non-offensive location while on school board property as a contractor. The identification card must be returned to the Facilities and Operations office at the conclusion of the project. Failure to return the contractor identification card may result in the loss of working on future projects for the district. Staff issuing contractor ID's will verify the person's identity by means of photo identification.

Visitors Label/Pass

All visitors to school property of the Hewlett Woodmere U.F.S.D. shall be provided with a temporary identification label. Visitors provided with a temporary identification label are required to wear the identification label in a safe, highly visible, non-offensive location for the duration of the time they are in school board buildings as a visitor. The temporary identification label must be returned to the office or sign in point issuing it at the conclusion of the visit. Failures to return visitor identification label may result in the loss of visiting privileges. Staff issuing visitor label/pass may request and/or verify the person's identity by means of photo identification.

RETURN OF IDENTIFICATION CARDS

Employees

The photo identification card provided by the district is the property of the school district and must be returned to the Human Resources office upon resignation, termination or retirement. Employees are required to report the loss or theft of their photo identification card within (24 hours) to the Human Resources office.

Students

The photo identification card provided by the district is the property of the school district and must be returned to the main office of the school attended upon withdrawal, from the program, suspension or expulsion. Students are required to report the loss or theft of their photo identification card within (24 hours) to the principal's office in their school of attendance. Lost or stolen identification cards will be replaced at a cost to the student of \$2.00 per occurrence.

Consultants, Contractors

The photo identification card provided to such persons by the district is the property of the school district and must be returned to the Facilities & Operations office upon completion of their contract with the Board. Contractor, consultant personnel are required to report the loss or theft of their photo identification card to the Facilities / Operations office within (24 hours of occurrence). Lost or stolen identification cards will be replaced at a cost to the consultant or contractor at a fee of \$10.00 each.

PHOTO IDENTIFICATION CARD FORMAT

- Student ID: Identify by individual school with blue background for photo. List the date of graduation from current school of attendance.
- Employee ID: Identify by individual school or department with red background for photo. List employee ID number.
- Substitute ID: Identify by individual school or department with the word Substitute listed across the bottom of ID. No photo.
- Consultant ID: Identify by individual category with the word Consultant listed across the bottom of the ID. No photo.
- Visitor ID: Identify by individual school or department with the word Visitor listed across the bottom of the ID. No photo.

IDENTIFICATION CARD FORMAT

Expiration of ID: Shall be listed as follows.

- a. Date of graduation from current school attended for students.
- b. Not to exceed three years from date issued for employees.
- c. Consultant or contractor completion of contract or services rendered.
- d. June 30th of the current school term for visitor of substitute ID cards.

Adoption date:
April 27, 2004

Policy #8110.1 E.1

AGREEMENT FORM

All persons issued a school district ID will be required to sign an agreement form indicating they understand the terms of receiving an ID card from the district.

Sample Form:

Every student and employee working with the Board of Education of the Hewlett Woodmere Union Free School District will be provided with a picture identification card. Persons provided with a picture identification card are required to wear their identification card whenever on School Board property in an official capacity. Every substitute, consultant and contractor working with the Board of Education of Hewlett-Woodmere Union Free School District will be provided with a temporary identification card and is required to wear this card whenever on School Board property in an official capacity.

The picture identification card provided to you by the district is the property of the school district and must be returned by employees to the office of Human Resources upon resignation, termination or retirement, all others to the Facilities / Operations office upon completion of their contract.

All persons possessing a district ID card are required to report the loss or theft of the identification card as follows: employees to the Human Resources Office, Students to the Principals office of their school, and all other categories to the Facilities/Operations' office within 24 hours. Lost or stolen identification cards will be replaced at a cost to the student of \$2.00, and other categories \$10.00 per occurrence.

A signature line has been provided below for your signature. This will serve as documentation that you have received the above information.

Print Name

Employee and/or Student ID Number

Signature

Date