SEAFORD UNION FREE SCHOOL DISTRICT

Seaford High School

January 2026

Dear Seaford High School students and families;

As you know, our students' health and safety is our number one priority at Seaford High School. To that end, we work very carefully to follow the safety recommendations provided to us by the authorities. One of those recommendations is to be sure each and every individual on the SHS campus is equipped with the proper identification. Please read the following policies to ensure you are informed about the lanyard and ID badge policies that will be **strictly enforced**.

Please note that there are certain privileges students may access when in possession of their lanyard/ID badge. In the event a student does not have their actual lanyard/ID badge, access to these privileges will not be provided.

On the First Day of School (Distribution Day for Grades 10-12)

All students will enter **Seaford High School through the Renaissance entrance on the first day of school**. Upon arrival, SHS personnel will greet the students with a new lanyard and identification card (9th graders received theirs at incoming 9th Grade Orientation in August). ***Please ask your child to bring his old ID card to exchange it for a new one.***

Arrival procedures after First Day of School

All students must enter through the front of building **or** Renaissance entrance where security is stationed. If a student does not have an ID present, students will be directed to walk around the building to the Renaissance entrance. If a student forgets or loses an ID, the student will be directed to an administrator in order to be identified and gain access to the building.

Scenario #1: Student arrives to SHS and says "I left my ID at home."

An administrator or designee will call home to inform you of the infraction.

If parent/guardian is available to bring lanyard/ID to school:

- Student may use a main office phone to call a parent/guardian.
- Parent/guardian will be asked to bring the ID to the security desk. Student will be directed to check the security desk after first period to pick up ID.
- An administrator or designee will sign a "temporary" pass for the student to be used until the lanyard/ID arrives. Temporary lanyards will not be distributed.
- Ms. Ricaurte will log the incident into our records.
- Student will be given one warning prior to being assigned a detention for this infraction.
- After the first lanyard-related infraction, a detention will be assigned for each lanyard-related infraction.
- **Student is not permitted to participate in extra-curricular activities or athletics until their ID is in their possession that day.**

If parent/guardian is NOT available to bring lanyard/ID to school:

- An administrator or designee will sign a "temporary" pass for the student to be used for the day. Temporary lanyards will not be distributed.
- Ms. Ricaurte will log the incident into our records.
- Student will be given one warning prior to being assigned a detention for this infraction.
- After the first lanyard-related infraction, a detention will be assigned for each lanyard-related infraction.
- **Student is not permitted to participate in extra-curricular activities or athletics.**
- **Senior students will not be permitted to take advantage of senior privileges this day.**

Scenario #2: Student in grade 9, 10, or 11 arrives to SHS and says "I lost my ID".

It is determined there is no way we can locate this ID.

- An administrator or designee will call home to alert the parent/guardian.
- Student will be responsible to pay $10 for lanyard/ID replacement.
- An administrator or designee will sign a "temporary" pass for the student to be used that day. Temporary lanyards will not be distributed.
- Ms. Ricaurte will log the incident into our records.
- Student will have to check in with the main office to see if their new ID is ready the following day. If it is not, a new pass will be signed by an administrator until the ID is ready.
- Student will be given one warning prior to being assigned a detention for this infraction.
- After the first lanyard-related infraction, a detention will be assigned for each lanyard-related infraction.
- **Student is not permitted to participate in extra-curricular activities or athletics until their ID is replaced.**

Scenario #3: Senior student loses his ID or lanyard.

It is determined there is no way we can locate this ID.

- An administrator will call home to alert the parent/guardian. **A meeting with parent/guardian, student, and administrator may be held.**
- An administrator or designee will sign a "temporary" pass for the student to be used that day. Temporary lanyards will not be distributed.
- Student will be responsible to pay $10 for lanyard/ID replacement.
- Ms. Ricaurte will log the incident into our records.
- Student will have to check in with the main office to see if their new ID is ready the following day. If it is not, a new pass will be signed by an administrator until the ID is ready.
- Student will be given one warning prior to being assigned a detention for this infraction.
- After the first lanyard-related infraction, a detention will be assigned for each lanyard-related infraction.
- **Student is not permitted to participate in extra-curricular activities or athletics until their ID is replaced.**
- **The senior will not be permitted to take advantage of senior privileges until their lanyard/ID is replaced.**

If you have any questions about these policies set forth to protect the students, please do not hesitate to contact us.

Yours in Seaford Pride,

Ms. Schnabel, Ms. Judson, and Mr. Mantay