



Lakewood Board of Education

200 Ramsey Avenue, Lakewood, NJ 08701

Main Office: (732) 364-2400 Fax: (732) 905-3687

Laura A. Winters, Superintendent of Schools

Robert Finger, Interim Business Administrator

District Policy

5517- PUPIL IDENTIFICATION CARDS

Section: Students

Date Created: October, 2013

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The purpose of the District **Identification Card** (ID) is to identify a person(s) as an authorized student or staff member associated with the Lakewood School District, High School and Middle School, thereby, allowing a quick response to unauthorized person(s). Students and staff must wear their ID at all times. Failure to do so will result in disciplinary action.

The procedures are as follows:

1. ID **cards** must be hung on a lanyard around the neck during the entire school day.
2. ID **cards** must be worn with the picture facing out.
3. ID **cards** must not be defaced or altered (no stickers, no coloring, etc.).
4. ID **cards** must be worn on the outermost layer of clothing (visible at all times).
5. Students must also present their ID **cards** to enter lunch, the library, and any school sponsored event.
6. Students without an ID should proceed directly to the attendance office and obtain a temporary ID **card**.
7. The cost for replacement of a lost ID **card** for student: \$2.00, staff: \$6.00, and a lanyard is \$1.00.
8. Any student or staff member not wearing an appropriate ID **card** may be refused entrance into the building.

Students without an appropriate ID **card** and lanyard are in violation and will receive disciplinary consequences.

Staff members without an appropriate ID **card** will be referred to the building administrator.

Adopted: 17 October 2013