



**ID CARD POLICY
2026-27**



Policy Name	ID Card Policy
Effective Date	September 2026
Date of Next Review	September 2027
Person in-charge	Manager School Operations

1. Purpose

The purpose of this policy is to ensure proper identification, safety, security, and access control for all students and staff of Dhruv Global School, Dubai.

2. Scope

This policy applies to all students, teaching staff, administrative staff, and support staff who have been issued an official Dhruv Global School identification card.

3. Responsibility of the ID Card Holder

All ID card holders are responsible for:

- Keeping the school ID card safe and in good condition.
- Wearing/carrying the ID card as required while on the school premises at all times.
- Not lending or transferring the ID card to another person.
- Immediately informing the School Administration if the ID card is lost, stolen or damaged.
- Returning the damaged or old ID card when a replacement is issued.

4. Lost or Stolen ID Card

If an ID card is lost or stolen:

1. The student/staff member must immediately report the loss to the **Operations Department**.
2. The Administration will deactivate or cancel the lost card, where applicable, to prevent unauthorized use.
3. A replacement ID card will be issued after completion of the required replacement procedure.
4. The card holder may be required to pay the applicable replacement fee.
5. If the original card is subsequently found after a replacement has been issued, it must be returned to the Administration and must not be used.

5. Damaged ID Card

If an ID card is damaged, unreadable, or no longer functional:

- The card holder must submit the damaged card to the Administration.
- A replacement card will be issued after verification.
- The applicable replacement fee may be charged where the damage is due to negligence or misuse.

6. Replacement Fee

The school may charge a replacement fee for lost, stolen, or damaged ID cards.

The applicable fee shall be communicated by the Accounts Department and may be reviewed from time to time.

7. Temporary Identification

Where necessary, the school may provide a temporary identification arrangement until the replacement ID card is issued.

Temporary identification does not exempt the student or staff member from following the school's identification and security requirements.

8. Unauthorized Use

A school ID card is strictly personal and must not be:

- Shared with another student or staff member.
- Used to gain unauthorized access to school facilities.
- Used for any purpose other than its authorized school functions.

Any misuse of an ID card may result in appropriate disciplinary or administrative action.

9. Records

The Operations Department shall maintain a record of:

- Name of the card holder.
- Date of replacement.
- Replacement fee, where applicable.
- Return/cancellation of the old card, where applicable.

10. Policy Compliance

All students and staff are expected to comply with this policy. The School Management reserves the right to take appropriate action in cases of repeated loss, negligence, misuse, or unauthorized use of school ID cards.

11. Policy Review

This policy shall be reviewed periodically by the School Management and may be amended based on operational, security, or regulatory requirements.