



## St. James High ID Policy



St. James High School students are required to present their current school ID every day to enter the school building. Students must have their ID in their possession at all times and be able to present it to school personnel if requested. School ID's are not to be defaced in anyway. All items such as the picture and writing must be visible and unaltered. If a student has lost or misplaced their ID, they may obtain another ID from Ms. Donna Annunziato-Data Quality Clerk. Students may get an ID before school, during lunch and after school. Failure to comply with St. James' ID policy may result in disciplinary consequences.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the success of any business or organization. The text then goes on to describe various methods and techniques for organizing and storing these records effectively. It mentions the use of filing systems, both physical and digital, and provides tips on how to create a clear and concise filing structure. The document also touches upon the importance of regular audits and reviews to ensure that the records are up-to-date and accurate. Finally, it concludes by stating that maintaining good records is not only a legal requirement but also a key to long-term business success.