

Prince George's County Public Schools

CROSSLAND EVENING/SATURDAY HIGH SCHOOL
6901 Temple Hills Road — Temple Hills, Maryland 29746
301-449-4994 Ph 301-449-2126 Fax

Ernest D. Caldwell
Principal

Identification Card Procedure **2008-2009**

All students are expected to have an I.D. Card in their possession at all times, while on campus at Crossland Evening High School. Identification cards are mandatory for all students in the Evening High, program at Crossland Evening High School

1. All students will be given a photo I.D. card at the conclusion of registration. This permanent picture I.D. will be taken during the registration process, and will be given to the Front hall Security Staff / Mr. Chandor, for distribution to students when they arrive in class for the first time.
2. Teachers will be scheduled to have a permanent I.D. picture taken between the time of the faculty meeting and the first weeks of classes, during registration in the Multi-purpose room.
3. Security officers will check for I.D.'s at the door of the school each night. No one will be allowed in class without proper I.D. These students will not be sent home or to class until a parent has been contacted. Students will be sent home only if parents have been informed.
4. If a student has paid for a replacement I.D (\$5.00) and is NOT able to get a new permanent I.D. immediately, an extension will be given in the form of a Temporary I.D. Card, with a signature & date to return, issued by the office staff, Mr. Chandor/Mr. Ware. A receipt will be given to each student upon payment of \$5.00
5. All students who have had their I.D. issued and fail to bring them to school will be sent to room 007 on Mon/Wed or room 104 on Tue/Thur by a security staff person.
6. Room 104 will act as a holding room to process I.D.s for those students who come to school without I.D.'s. Records of all students who receive temporary I.D.'s will be kept by Mr. Chandor & Mr. Ware.
7. Mr. Chandor will handle I.D.'s issued on Mon/Wed in room 104. Mr. Smack will be the assigned security member to escort these students and will remain until all students have been processed.
8. Mr. Ware will handle I.D.'s on Tue/Thur in room 110 and Mr. Mitchell will bring those students to the room and remain there until all students have been processed.

9. When the \$5.00 replacement fee for an I.D. has been paid, a permanent ID will be issued to the student immediately and the student will be admitted to class.

10. If a student arrives without an I.D. or Temp I.D., and does not have the \$5.00, the student's parents will be called and the student will not be allowed to attend class unless \$5.00 is paid the same day. This absence from class IS considered an EXCUSED ABSENCE for the day. The student remains in school and is placed in the ISSC.

11. Those students in the holding room who purchase a new I.D. or is given a temporary I.D., will be given an EXCUSED ABSENCE/TARDY back to class.
 1. Temporary I.D's will only be give to those students who have paid the \$5.00 replacement fee for another permanent I.D. and was unable to get one on the same day.
 2. All replacement I.D. issues will be handled in room 104 not in the main lobby or in room 108, the office area.

- 12. All students who come to school WITHOUT an I.D. and NO MONEY (\$5.00) to purchase a new one will NOT BE ALLOWED to attend classes until the parent brings the \$5.00 I.D. fee.**