

SURRATTSVILLE HIGH SCHOOL

All **students and staff** are required to wear their identification badge everyday. Failure to do so is a violation of security and jeopardizes the school community.

Any student not wearing their Identification Badge will be denied services and may be suspended for repeat offenses.

After **using the three** temporary Identification Badges ***Students will be charged \$5.00 to replace lost or defaced*** Identification Badge.

In addition to helping to provide a safe environment for the Surrattsville Community, the Identification Badges are used for entering the building and classrooms, checking out library books, gaining admission to school events, school lunches, and to leave a classroom. The **Prince George's County Student Code of Conduct, 10101** states that all students enrolled in high schools in Prince George 's County Public Schools grades 9-12 are required to wear a student identification badge, appended to a break-away chain, which is to hang from the student's neck.

Students are initially provided with a photo Identification Badges and break-away chain at no cost. Students will be given **three temporary** Identification Badges.

Identification Badges are a critical part of Surrattsville's efforts to provide all students with a safe, caring, and orderly environment for learning.

There are no exceptions. This policy is non-negotiable.

Student identification badges are required for the following purposes:

- To obtain a hall pass
- To identify oneself in the halls
- To identify oneself for lunch programs
- To check out library materials
- To check in tardy to school
- To purchase tickets for any school function or activity
- To attend field trips
- To depart school for early release, work release, or CVE
- To participate in Saturday/weekend activities
- To participate in any and all school activities set-aside exclusively for SHS students

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Administrative Procedures for Issuing Temporary Identification Badges

These are the procedures regarding student identification badges daily:

1. All students will be admitted to A/B day Module I Class.
2. During Module I each teacher will check to see if all students have their identification badges for the day.
3. If it is determined that any student in your class does not have an identification badge, utilize the attached form and document all of the students names and grade level(s) who do not have an identification badge on the form.

Document in your attendance book in addition as back up for your records.

4. At 8:00 a.m. daily send **ONLY (1)** responsible/reliable student to the appropriate administrator to obtain temporaries (**student with an identification badge**):

DO NOT SEND THE STUDENT(S) WHO DO NOT HAVE THE BADGES ONLY THE (1) RESPONSIBLE STUDENT TO OBTAIN ALL BADGES.

Dr. Scott- 9th Graders
Mrs. George-Remy- 10th Graders
Mr. Parris- 11th Graders
Mrs. Wheeler- 12th Grade

***CERTAIN CLASSES MAY CONTAIN ALL GRADE LEVELS AND MAY REQUIRE THE RESPONSIBLE STUDENT HAVING TO GO TO MORE THAN ONE ADMINISTRATOR.**

5. The responsible student will deliver the identification badge request sheet to the appropriate administrator in order to obtain the temporary identification badges and report back to class.
6. The appropriate administrator will provide the responsible student with all necessary TEMPORARY identification badges, document those students

who need the temporary, and send the responsible student(s) back to class.

IF IT IS DETERMINED THAT A STUDENT NEEDS A PICTURE THAT STUDENT WILL BE CONTACTED BY HIS GRADE LEVEL ADMINISTRATOR ONCE VERIFIED BY THE MEDIA SPECIALIST.

7. The teacher will issue the temporary identification badges to all students who were initially documented by the teacher and whose names were forwarded to the appropriate administrator.

AT NO TIME IS A TEACHER TO ISSUE A TEMPORARY IDENTIFICATION BADGE TO A STUDENT WHOSE NAME WAS NOT ON THE ORIGINAL IDENTIFICATION BADGE REQUEST SHEET.