

# ID Badge Policy and Procedures



**As part of our school district's continuing efforts to provide a safe learning environment, all middle and high school students will be issued and are required to wear ID badges.**

ID badges will be attached to a lanyard and must be worn around the neck during the entire school day. Students may purchase their own lanyard; however, it needs to be a breakaway design and the content of any graphics adhere to established school and district guidelines.

ID badges will be used to scan lunch purchases and check out materials and textbooks from the media center. ID badges should always have the picture, name and the scan code to be valid and should not be torn, altered, marked on, or destroyed. If damaged, students will have to purchase a new ID badge.

Replacement ID badges may be purchased in the media center 7:45 AM - 8:25AM for \$5.00. Replacement lanyards may be purchased for \$1.00.

## **Hillcrest Middle School's ID badge policies and procedures are as follows:**

- ID badges must be worn at all times while on campus, school buses, field trips or school functions.
- ID badges must be visible and worn outside of the clothing around the neck.
- ID badges are the property of HMS and must not be altered in any manner.
- Students must not wear an ID badge belonging to another student.
- When issued a temporary ID, the student is to wear the ID sticker on their outer layer of clothing in the upper portion of their shirt/jacket so that it is visible the entire school day.
- If a student does not have his/her ID, they must get a temporary ID from the ID station or purchase a new one.