

ID Policy and Procedures

As part of our school district's continuing efforts to provide a safe learning environment, all middle and high school students and staff are now required to wear ID badges beginning the 2013-2014 school year. ID badges must be worn at all times while on campus, field trips or school functions. ID badges will be used to purchase lunch and check out books and textbooks.

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

- Each morning homeroom teachers will check their students ID badge to make sure they are in compliance. When a student does not have his/her ID badge, the homeroom teacher will issue him/her a temporary one- an orange temporary badge. The student is to wear that the entire school day- name and date should be written on the temporary ID so that the student does not try to use it in the future.
- Students are allowed 3 "freebies." Students can be issued 3 temporary ID badges before parent contact is made.
- On the 4th offense, the homeroom teacher will communicate to the parent that the student has not had his/her ID 3 previous times. The teacher can send a letter home to the parent, email or make a phone call- either of these will suffice as long as communication has been made.
- On the 5th offense, the homeroom teacher will write a referral in the IMS system with the violation being, "ID Violation"-- it is violation number 360 under violations in IMS. The grade level administrator will contact the parent from that point to let the parent know that he/she will need to purchase an ID badge the very next day, and the student will be assigned lunch detention. Subsequent offenses will be referred to the office.
- On the 6th offense, the student will receive a referral and will be assigned detention.
- On the 7th offense, the student will receive a referral and will be assigned ISS.
- On the 8th offense, the student will receive a referral and will be assigned OSS.
- ID badges should not be altered in any manner.
- Photo side of the ID should be visible at all times.
- ID badge replacement cost is \$5.00.
- Lanyard replacement cost is \$1.00 and students cannot use their own lanyard. A HMS lanyard must be worn with ID badges.