

# Student ID Badge Policy (6-12)

The SCPA Student Badge Policy is established for students in grades 6-12. Identification badges are an important part of the SCPA plan to ensure campus safety and to readily identify students. Students are expected to wear their ID badges at all times during the school day.

Every student in grades 6-12 will be issued an ID badge (with one lanyard) annually at the beginning of the school year. Students are responsible for their ID badges and they are required to properly maintain the badges.

- The ID badge may not be changed or altered in any way.
- The badge must be visible and worn at all times and displayed around the neck.

Students must have their ID badge while:

- In the school building and/or on school property.
- At a school sponsored event, i.e field trips.

Students who do not have their ID badges must report to the grade level lead teacher to obtain a temporary ID badge.

- All ID badge requests will only be done before school or during breaks. No ID badges will be issued during instructional time.

A student who has lost their identification badge, must speak with their grade level administrator for a replacement. Damaged or defaced ID badges may be confiscated and need to be replaced if the student's face is not visible.

- The first replacement is free. The cost of an additional replacement ID badge is \$5.00 and \$7.00 for an ID badge and lanyard.

Students are to adhere to the following guidelines and procedures:

- ID badges shall not be duplicated.
- ID Badges may not be defaced (including covering or removing the name, barcode, or picture)
- Any student with unauthorized possession of an ID badge not belonging to the student will be subject to consequences defined in the Student Code of Conduct.
- A student must surrender his or her ID badge to any staff member upon the staff member's request.