

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

Administrative Procedures for Issuing Temporary Identification Badges

These are the procedures regarding student identification badges daily:

All students will be admitted to A/B day Module I Class.

During each module the teachers will check to see if all students have their identification badges for the day. **DO NOT ADMIT.**

If it is determined that any student in your class does not have an identification badge, the student should be sent immediately to their grade-level administrators.

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

Mrs. Wheeler- 9th Graders

Mr. Jones- 10th Graders

Mrs. Wheeler- A- Marcus Ford, 11th

Mr. Jones- Forest- Dan. Moss, 11th

Mr. Parris- - Dar Moss- Z, 11th

Mr. Parris- 12th Grade

The appropriate administrator will provide the students with the TEMPORARY identification badges, document those students who need the temporary, and send the student(s) back to class.

IF IT IS DETERMINED THAT A STUDENT NEEDS A PICTURE THAT STUDENT WILL BE FORWARDED TO Mr. Butz.

