



2016-2017 Heritage Junior High/Utica Academy for International Studies Student ID Policy

Rationale: Ensuring safety and security for all staff and students is our top priority each day. Wearing of ID badges provides a professional setting and promotes College and Career Readiness for all students. Wearing of IDs is required as part of many workplace environments, as well as on many college and university campuses. Furthermore, with Heritage/UAIS being such a unique school, the wearing of student IDs provides easy identification of students for both Heritage and UAIS staff alike.

One student ID and lanyard will be provided to every student at no cost.

The benefits & reasons for students wearing a current student ID card:

- A. To be in class
- B. To borrow library books
- C. To obtain early dismissal
- D. To allow movement during lunch, going to and from restrooms
- E. To be on campus before or after school
- F. To move between classes and/or use the restroom
- G. To participate in school activities, assemblies, dances, etc. on the campus of Heritage/UAIS.

Student ID Card Guidelines:

A student's ID card authorizes him/her to be on the school campus. **EVERY** student must wear his or her student ID card while on school grounds. It is crucial that the school staff is able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised.

Student IDs may be left in the student's assigned locker overnight so as to ensure the student ID is not left at home.

Teachers will do periodic student ID checks in class, at the discretion of administration.

Periodic incentives will be provided at the discretion of administration when school-wide student ID checks are implemented.

The following guidelines must be adhered to when wearing student ID cards:

1. Student ID cards must be worn on a lanyard.
2. Student ID cards cannot be worn on a shirtsleeve, pants, outside of pockets, under a shirt, coat, jacket or at the bottom of their shirt. The student ID card must be visible **AT ALL TIMES** (i.e. not kept in a purse, pocket or backpack).
3. The student ID card must be presented to any school staff member or person of authority upon request.
4. The front and back of the student ID card cannot be altered (i.e. no markings, other photos, etc.). Defacing or altering the student ID is prohibited.
5. Wearing another student's ID card is prohibited.
6. Lost, stolen, altered, damaged and/or defaced student ID cards must be replaced **IMMEDIATELY**.
7. If the ID card is lost, a student may purchase a new student ID card from the office.
 - a. **There will be a \$3.00 fee to replace a lost ID badge and a \$1.00 fee to replace lost lanyards.**
 - b. At the discretion of the administration, a designated hour may be established for purchasing IDs.

8. Students are excused from wearing ID cards during classes **IF** a teacher/administrator considers it to be a safety risk during identified classroom or other activities, including, but not limited to:
 - a. Science labs, equipment use, physical education, music, and other classes when wearing the student ID may cause entanglement or safety concerns.

Students who do not have their student ID cards will adhere to the following procedures:

Before school begins, a student who does not have a student ID must obtain a temporary ID in the Main Office.

1. Please note that there is a limit of three consecutive days that a student may obtain a temporary ID. After the third consecutive day, student will report to the Assistant Principal.
2. If a student reports to class **WITHOUT** a proper or temporary ID, the teacher will send the student to the Assistant Principal's office to obtain a temporary ID. The temporary ID **MUST** be worn on the upper left side just below the shoulder until the student leaves campus for the day. The temporary ID will have the date issued on it.

Consequences for Not Displaying/Possessing School ID card:

- ✓ **1st Violation - FIRST** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- ✓ **2nd Violation - SECOND** Verbal Warning for not wearing school issued and/or temporary ID. Warning given by Administrator.
- ✓ **3rd Violation** – Lunch detention–Issued a temporary ID and a call home by Administrator.
- ✓ **4th Violation** –Issued a temporary ID. Parent Conference with Administrator.
- ✓ **5th Violation** – 1 day In-School Suspension (ISS) or Out of School Suspension (OSS) at the discretion of Administration.

NOTE: Subsequent Violations will result in the assignment of multiple days of ISS or OSS at the discretion of Administration. **Consequences are cumulative for the entire school year.**

If requested by staff, all students must provide access to their ID. Failure to comply with a reasonable request from any staff member is defined as Defiance of Authority. Any consequence for failure to comply will be in addition to the one for the ID violation

Heritage Junior High/Utica Academy for International Studies reserves the right to modify the Student ID Policy at any time without notice. Any subsequent changes to the policy will be communicated to the Heritage Junior High/Utica Academy for International Studies community through its normal means of dispersing information.

