



Booker T. Washington High School ID Policy

A. Purpose:

The purpose for a “student ID card” policy is to ensure each student is readily identified as a Booker T. Washington High School student and to identify and exclude those individuals who have no legitimate business on BTWHS grounds during school hours and/or school activities. The wearing of the student ID card is **MANDATORY** during school hours.

B. Displaying:

The ID card shall be worn around the neck and should not be obstructed by any garment, bag, etc. The card shall be worn on a lanyard. **Failure to display an ID badge at any time will result in a disciplinary action.**

C. Disciplinary Actions:

- 1st violation – Verbal warning - issue temporary ID
- 2nd violation – Call Parent – issue temporary ID
- 3rd violation – Parent conference with Principal or designee
- 4th violation – Saturday work detail
- 5th violation – 1 to 3 days ISS
- 6th violation – 3 to 5 days ISS
- 7th violation – 5 to 10 days ISS
- 8th violation – 3 days OSS

The first three violations are documented and completed through the students’ homeroom. On the fourth violation a referral is written and sent to the dean’s office by the end of the school day.

Any student that does not violate the School ID policy will receive cat scratch dollars from their homeroom teacher at the end of every 9 weeks. The cat scratch may be used to purchase items at the end of every 9 weeks during the cat scratch fever event.

At the end of every nine weeks the slate will be cleared and all violators will begin at the 1st violation under disciplinary actions.

D. Lost/Stolen ID Cards:

It is solely the responsibility of the student to account for the whereabouts of his/her ID card. Any lost or stolen card should be immediately reported to the student's homeroom teacher. The homeroom teacher will complete a lost or defaced card form and turn it into the box which is located in the attendance office. A new ID card will be issued at a cost of \$3.00 through the tech coordinators office.

E. Defacing ID Cards:

The ID card continues to be the property of Booker T Washington High School and shall not be defaced. No pictures, writings, stickers, markings, drawings, etc. are to be placed anywhere on the card. Depending on the amount of damages to the card, a new card may be issued at a cost of \$3.00. In addition, disciplinary actions may be applied.

F. Non-Transferable:

The ID card is non-transferable and cannot be shared. Disciplinary actions shall apply, if a student uses the ID card of another student.

G. Temporary ID:

The homeroom teacher shall issue a "temporary" ID. This "temporary" ID will be worn in place of a standard card for identification purposes only and shall be returned to the homeroom teacher the following day or a replacement cost of \$3.00 will be assessed.

H. Restrictions:

Students will not be allowed to borrow books or use the computers in the Media Center without ID cards.

REVISED: 7/19/2011 (JT)