

## Melbourne High School Student Identification Policy



**Rationale:** To increase the safety of all stakeholders on campus by allowing staff to identify Melbourne High students on a daily basis. It will also allow first responders to identify Melbourne High Students in the event of an emergency. Identification badges are required for all staff members working on our campus and are a common security procedure found in local businesses.

**Policy:** Melbourne High will issue one student identification card and one breakaway lanyard to each student at the start of the school year. Students must wear their ID badge at all times while on campus during the instructional day. There are two exceptions:

1. During courses where wearing a lanyard would be impractical or potentially unsafe.
2. During an athletic practice after school.

### **Student ID badges are required to:**

1. Attend classes
2. Utilize restroom passes during the class period
3. Borrow library books
4. Participate in campus activities
5. Use school computers

### **Guidelines:**

1. ID badges must be clearly visible on a lanyard or ID clip and worn on the outside of the student's clothing between the shoulders and above the waist line.
2. Students must present their ID badge upon request by school staff.
3. Students may not alter or deface their ID badge in any way.
4. Students may not wear the ID badge of another student.
5. Lost, stolen, altered, or damaged ID badges must be replaced immediately. Replacement badges are issued from the front office before school or during power hour for \$5.00. Replacement lanyards are available for \$1.00.

### **Enforcement:**

1. School administrators will check student IDs at the campus gates before school begins. Students without IDs will be directed to the front office to obtain a temporary or replacement ID badge.
2. First period teachers will conduct an ID check at the start of the period. Any student without their ID badge will be sent to the front office to obtain a temporary or replacement ID badge.

The clerk will record students' names and track the number of times they have not worn their ID badge.

**Corrective strategies for not displaying or possessing an ID badge:**

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| 1 <sup>st</sup> offense:   | Verbal warning, temporary ID issued for free   |
| 2nd offense:               | Parent contact, temporary ID issued for \$1  |
| 3 <sup>rd</sup> + offense: | Parent contact, replacement ID issued for \$5, discipline for willful disobedience including detention, suspension pending parent conference, and ISS. |

***The principal reserves the right to assign corrective strategies for willful disobedience outlined in the Brevard Public School Student Discipline Plan to any student who refuses to comply with this policy.***

**Question & Answer:**

**When do I have to wear my ID badge?** Students must wear their ID badge from the time they arrive on campus until they leave campus in the afternoon.

**Where should I store my ID badge when I'm not at school?** We recommend storing your ID badge in a backpack, purse, or bag that you bring to campus every day. Students are subject to school discipline if they arrive on campus without their ID badge, so storing the ID badge in a locker is not a viable option. Create a habit of consistently storing the ID badge in a bag you bring to campus so that you always have it.

**What do I do if I lose or damage my badge?** Lost or damaged ID badges must be replaced at the student's expense. Replacement ID badges cost \$5.00.

**How do I pay for a replacement ID badge?** Students can use cash or check payable to Melbourne High School. We can also charge the \$5.00 replacement cost to the student's school account. Financial obligations to the school must be satisfied before students can buy tickets to Homecoming, Prom, participate in our senior graduation ceremony, or receive their high school diploma.

**Where do I get a replacement ID badge or lanyard?** Replacements are available in the front office before school or during power hour. Replacement badges cost \$5.00. Lanyards are \$1.00. ID clips cost \$0.50.

**Do I have to wear the school issued lanyard?** No. Students may wear a lanyard of their choice as long as it is school appropriate and the length does not extend below the waistline. Lanyards with profanity, suggestive language, inappropriate themes, or references to drugs, alcohol, or violence are prohibited. Students may also choose to use a plastic ID clip to wear their badge instead.

**Can I wear my ID badge in a clear badge holder?** Yes. A clear plastic ID badge holder can be used at the student's discretion. However, it must be attached to the student's lanyard and worn around the neck.

**What if I leave my ID badge at home accidentally?** The school will issue a temporary ID badge to the student one time free of charge. We will charge the student for the cost of a temporary badge on the

second offense and for the cost of a replacement ID badge on the third offense. Students may face disciplinary consequences if they have forgotten their ID badge repeatedly.

**How will the school make sure I wear my ID badge?** Administrators and staff will visually check students as they arrive on campus. First period teachers will also visually check students at the start of class.

**What happens if I wear another student's ID badge?** Wearing another student's ID badge is a Level 2 offense and will be subject to corrective strategies outlined in the Brevard Public Schools Student Discipline Plan. Repeat offenses are defined as willful disobedience under this policy.