

## STUDENT ID REQUIREMENTS

All students (PK – 12<sup>th</sup>) will be issued a Hays CISD identification card (ID) for the academic year. The ID will designate their assigned campus, name, academic year, grade, legislatively mandated information and student ID number. The ID is to be worn at all times while on campus or utilizing campus transportation. Any campus activity that utilizes the student ID # will rely on the presence of the ID for tracking purposes, i.e. bus transportation, café, library, etc.

In the event the students loses, misplaces, forgets an ID, they will be expected to report to their designated campus location to immediately receive a replacement. This cost of a replacement ID will be \$5.00. This price is determined by the costs associated for supplies including card, lanyard, sleeve and printing.

### Disciplinary Actions

All students are expected to comply with the ID standard. The presence of a person on a campus with a valid, current ID card is the most easily recognizable security action that can be utilized. The district recognizes that tracking unauthorized persons on a campus including students is one of the most effective ways to account for campus safety. Additionally, it is imperative that students have their IDs readily available daily when boarding and exiting their bus to expedite unnecessary roadway traffic delays.

The following actions will result in disciplinary action regarding campus ID violations.

1. Failure to have ID properly displayed and worn around the neck.
  - a. The ID must be worn at all times. It is not to be worn inside a shirt or jacket nor placed in a pocket.
  - b. It is to be visible at all times.
  - c. Includes district transportation (bus drivers will document and forward to campus team)
  - d. Exceptions include athletic activities.
2. Failure to have ID
  - a. Includes district transportation (bus drivers will document and forward to campus team)
  - b. This requires a student to immediately report to their designated campus office to obtain a replacement ID for a fee. This includes a “forgotten” ID.
  - c. The current cost is \$5.00 per ID.
    - i. This fee is determined by the cost of supplies to replace the ID.
3. Tampering with an ID
  - a. This includes any intentional destruction, defacing, removal of information and/or stickers.

### Campuses (PK – 12<sup>th</sup> grade) \*Fees immediately assessed for a lost ID.

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| 1 <sup>st</sup> | Warning (Forgotten ID – warning with temporary ID issued to student)   |
| 2 <sup>nd</sup> | Warning (Communication with parent & same as above)  |
| 3 <sup>rd</sup> | Written Documentation (Communication with parent & same as above)  |
| 4+              | Written Documentation (Potential loss of transportation privileges for a period of time and other disciplinary action) |

### Impact Procedure

Any student that is placed at Impact for a disciplinary action will adhere to the following guidelines:

The home campus will seize the campus ID and hold it until the students return to their home campus. The student will receive a new “Impact” campus ID for the period of their placement. The student will surrender their Impact ID to Impact staff upon successful completion of their time. The student will report to the designated official upon their return to their home campus to obtain their original campus ID. Impact will retain the student’s ID for the school year in the event the student returns to Impact for the academic year.