



Identification Badges

It is the intention of the City Schools of Decatur to ensure that all those present on our properties during the school day are easily identifiable. The following rules are intended to move the district toward that goal. Implementation of this administrative regulation shall commence July 1, 2019.

General Requirement

All students in grades 6-12 (beginning no later than the 2020-2021 school year), and all non-students, shall wear an identification badge at all times during the school day. Schools serving grades 5 and under may each determine, in consultation with their SLT, if they will require students in those grades to display badges. SLTs of the elementary schools are encouraged to collaborate on this deliberation via the SCLT in order to develop consistent practices between elementary schools. Decatur High School and Renfroe Middle School shall include pertinent information in local school parent/student and staff handbooks to ensure all stakeholders are aware of this requirement for students. Schools need to include a rationale for the use of name badges, cost of replacement, and consequences for students/staff who do not comply with this regulation.

Students are not permitted to possess ID badges of other students at any time. If an ID badge is found, the person finding it should return it to the front office or to an employee who can take it to the front office.

Badge Requirements

It is critical that all badges are visible whenever their display is required. Therefore, badges must be prominently displayed below the face and above the waist. They must be double-sided if the method of wearing may cause them to flip over. They must be worn over all clothing and not obscured by scarves, jackets, etc. Badges must be maintained in good condition.

With supervisor approval, employees in operational roles such as custodial, food service, maintenance, and skilled trades may display badges in a visible manner on their belt as a safety measure to avoid potential hazards with a lanyard.

Badges must include the following minimum information in a large format that maximizes visibility and readability.



City Schools of Decatur Administrative Regulation

Badge Information	Staff	Student	Visitor*
Name	Last name	First and last name	N/A*
Status	Job title	Grade level	Visitor
School Year	Required	Required	Required
Photograph	Required**	Required**	N/A*
District Logo	Required	Required	Required
School Logo	Optional	Required	Required
Replacement Schedule	Annually as part of "picture day"	Annually as part of "picture day"	N/A
Issuing Office	Local schools	Local schools	Local schools

*Visitor badges must be individually numbered and signed out, by number, so-as to track the badges and ensure they are returned at the conclusion of each visit. Alternatively, or additionally, sites may implement an on-demand printed badge system that includes a visitor's name and photograph with the printed label affixed to a blank badge meeting all display requirements set forth above (except as limited by system options and approved by the Executive Director of Schools).

**There will be a brief period of exception at the start of each school year, ending no later than two weeks following a site's annual "picture day," where a badge from the previous year may need to be displayed and/or new students and staff may be without a badge while they obtain photos through the annual "picture day."

Badge designs shall be altered annually so-as to allow rapid identification of expired badges. Badge designs shall be color coded so-as to distinguish between students, staff, and visitors. All badge designs must be approved by the Director of Community and Government Relations and Executive Director of Operations prior to use.

Schools must ensure that the vendor they contract with for "picture day" can also print student badges (if applicable to that school) and employee badges. In addition, Decatur High School must ensure the vendor can print badges for central office staff.



Door Access

Door access cards (i.e. RFID cards) shall be provided separately from identification badges and shall not have individual identifying information on them.

Enforcement

Any staff member observing an individual without a badge shall follow established safety protocols in addressing the lack of displayed identification, as documented in their school safety plan. Schools shall maintain temporary, numbered badges for students and staff who forget or lose badges. Initial badges shall be provided to staff and students annually at no cost. Replacement badges outside of the scheduled replacement cycle may incur a cost to the individual. Schools and central office shall publish the replacement cost as required in another administrative regulation.

Consequences for non-compliance by students need to be appropriate to the violation and should never require excessive discipline such as in-school or out-of-school suspension.

Vendors, Contractors, and Other Non-Employee Service Personnel

The District works with many different vendors, contractors, and other service personnel who are not employees of the district. Staff arranging such personnel to be at District sites shall convey ahead of their arrival the badging requirements enumerated above and reiterate a requirement to check in at each site. Such individuals are expected to display identification that generally comports with the badge requirements listed previously. Principals, at their discretion, may require such visitors to also display a CSD visitor badge.

Principal's Discretion

Situations will arise where a principal must use his/her discretion regarding identification badges. For example, large group events, like a Community Circle, may necessitate alternative safety and security measures rather than requiring hundreds of parents to obtain visitor badges. For another example, there may be some field trips where principals decide it is best for staff and students to display their ID badges and other trips where that is not appropriate. Principals are expected to exercise their professional discretion in situations such as these.



Principal Annual Communication

The Principal shall annually communicate to the Executive Director of Schools the name of the staff member(s) responsible for implementing and maintaining that school's process for issuing badges.

Questions

Questions about this regulation should be directed to the Executive Director of Schools.

Related Board Policy: JGF

Approved by Cabinet: 10/15/2018