

***BCPS One-card Identification System
for Staff***

Blueprint 2.0: Our Way Forward

Goal 2: SAFETY AND SECURITY – Safe and secure teaching, learning, and working environments

Every school and office will be safe and secure, promote individual well-being, and provide positive, respectful, and caring environments for teaching, learning, and working.

A. Develop and implement a comprehensive systemwide framework for safe schools and offices.

Key Action:

*3. Employ systemwide use of cameras, access control systems, and **one-card staff and student identification systems to enhance security.***

The BCPS Department of School Safety and Security planned and developed a system for implementation of a one-card staff and student identification system during the 2013-2014 school year. Implementation began in the spring of 2014 with the distribution of One-card badges to all BCPS employees. This implementation will continue during the 2014-2015 school year with all students receiving their One-card badges. Staff has already experienced the additional functionality of the One-card.

- Identifying staff
- Checking out library and media materials
- Keeping the time of employees using KRONOS
- Accessing doors that are part of the BCPS CASI system



GET THE FACTS ON THE ONE-CARD IDENTIFICATION SYSTEM

- Employees are to wear the One-card badge prominently displayed unless there is a safety issue. If not visible due to a safety issue, it must be on the person and presented when requested.
- Employees may use a lanyard or a clip to hold the badge. It is their personal choice. However, BCPS will only provide a safety lanyard.
- Employees who are required to use the KRONOS timekeeping system will use the One-card badge to swipe the barcode on the card in the KRONOS clock system.
- An employee will be able to use the One-card badge to open doors to his/her assigned building(s) if the building/door has the BCPS CASI door access system.
- Employees who access materials in BCPS libraries and media centers will use the One-card badge to check out materials.
- A new employee will be issued a One-card badge as part of the onboarding/ orientation process conducted by Human Resources.
- A temporary substitute will be issued a One-card badge once he/she has substituted at least two days in two separate pay periods. This will require a signed form from a principal or office head.
- A long-term substitute will be issued a One-card badge when assigned to a long-term position.
- All replacement One-card badges should be requested through the Department of School Safety and Security and will cost the employee \$5. A form requesting a replacement card and the \$5 fee is required. The \$5 fee is to be paid by check or money order made payable to BCPS.

FORMS:

Request for Release of the One-card Badge for a Substitute
Authorization of the One-card Badge for a Contractual Worker (Non-employee)
Request for Replacement of a One-card Badge

Board of Education Policy and Superintendent's Rule that apply to the One-card Identification System

Board of Education Policy 3710, *Safety and Security Equipment*, is available on the BCPS Web site at http://www.bcps.org/system/policies_rules/policies/3000Series/POL3710.pdf

Superintendent's Rule, 3710, *Identification Badges*, is available on the BCPS Web site at http://www.bcps.org/system/policies_rules/rules/3000Series/RULE3710.pdf

**For additional information contact the Department of School Safety and Security,
Christine Smith, Administrator, Special Projects, 410-887-4360**