

Baltimore County Public Schools
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 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 including, but not limited to:

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



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THE FACTS ON THE ONE-CARD IDENTIFICATION SYSTEM

- Employees must wear the One-card badge prominently displayed. 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).
- 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 after appropriate authorization from Human Resources.
- All replacement One-card badges should be requested through the Department of School Safety. A form will be required for a replacement card and a \$5 fee may be required. The \$5 fee is to be paid by check or money order made payable to BCPS.
- Employees are required to return their One-card badge to the Department of School Safety if they leave BCPS for any reason.

FORMS:

Initial One-card Request for BCPS Employees
Request for 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](#)

[Superintendent's Rule, 3710, Identification Badges.](#)

For additional information contact the Department of School at 443-809-4360.