Board Workshop 2007-6-26 Strategy 23-5

1. Item

Strategy 23.5 – Visitor ID Badges

2. Issue/Rationale

Current Environment

Present Process

All schools have a process in place today that requires everyone, not employed at the school they are visiting, to sign in at the office. The office will provide approved individuals a paper name badge that is completed by hand.

School based employees are trained to question anyone not displaying a visitor name sticker or known by them as an employee. On several occasions I have tested this statement and found it to be accurate in both elementary schools and secondary schools.

Defining the Request

In order to define the request it is necessary to state that the underlying principal of using Visitor ID Badges is school security. We do not want to allow unauthorized people on the school property. In order to identify unauthorized people it is necessary for the district to be able to differentiate between authorized and unauthorized. This is not as difficult in K-6 as it is for 7-12.

Schools that provide K-6 education generally have little problem identifying visitors based on age or body language. An intruder in the K-6 age range would be identified because there are generally not as many children in an elementary school as secondary and staff knows most all of them. (This may not be as true as the enrollment increased) Adults are easily identified as are teen aged children that may be on campus.

Secondary schools pose a larger problem. While Adults can easily be identified, it is not true that secondary aged children visiting the campus are as easily distinguished. Without identification badges on authorized people we rely solely on the memory and knowledge of school staff.   We may be taxing our ability as the enrollment increases.

Present Practice

There is not a District wide system for providing Visitor ID badges. ID badges are used in some of the High schools because they have been provided by yearbook vendors as a by product of taking the yearbook pictures. A survey of the high schools indicated no consistency in practice, no consistency in the allowance for replacement card, and some schools tracked tardy events by scanning the ID cards.

Responding High Schools indicated that they would be interested in requiring all students to have ID badges if the district implemented a comprehensive program that provided for:
- Bar Code Scanning
  - Cafeteria Lines
  - Library
  - Tardy Events
- Hardware installation and support

The respondents indicated concern in regard to the labor associated with supporting any program that required all students to carry a picture ID. There was also some concern with the amount of

effort to get the children to comply with the requirement and getting the parents to support a program.

Some high schools are using the bar code ID on the vendor issued card to track tardy events with school purchased software. The information is manually transferred into the district FTE reporting systems.

Defining the Options
1. Continue paper ID badges prepared by hand
2. Paper ID badges prepared by software
3. Comprehensive ID Program

Gap Analysis

Paper ID badges prepared by hand

This is the present practice an nothing needs to be changed.

Paper ID badges prepared by software

There is software available that can:
- Scan a picture ID
- Optically recognize address information on the ID
- Query the National Sexual Predator Database using the address
- Notify the front desk clerk of the results
- Print a Paper ID label
  - Name
  - Expiry Date
  - Destination
  - School logo
  - Picture from the ID (usually poor quality and not reliable)
- Solution requires the purchase of software, ID scanner, Label Printer and installation on PCs.

Comprehensive ID Program

Provides everything as the paper ID software plus:
- Bar Code Scanner
- Tardy Tracking Software
- Volunteer Hours tracking
- Camera
  - Optional backdrop
- Badge Printer

Requires
- Picture ID on everyone displayed at all times
- Labor to issue and replace the IDs
- Installation at every school

This is the only solution that will provide a way for a substitute teacher to identify a secondary aged person not authorized to be on school property. This would be determined by the lack of proper ID being displayed.

Other Notes

Sexual predator database checking will not be accurate if the predator has changed his address on the ID and the database has not been updated. No system was found to be without a problem.

Conclusion

Present paper based solutions appear to be adequate at elementary schools.

Secondary schools processes are best resolved using a comprehensive solution that involves significant cultural changes. The additional labor associated with handling picture IDs represents additional burden on existing school staff.   The Strategic Planning Steering Committee was concerned about the additional load on the schools and short term IS staffing requirements to support the project.

In light of all that was being proposed, our space limitations, and our budgetary constraints, this project was rejected.

3. Recommended Action

Recommend Rejection

4. Financial Impact

Estimates are not deemed reliable:

Paper ID Badges Prepared with Software
One-Time Cost $107,500
Annually $6,000

Comprehensive ID Program – High Schools ONLY (In addition to Paper ID w/ Software)
One-Time Cost $39,100
Annually $8,358

TOTAL
One-Time $146,600
Annually $14,000