

PROCEDURE WSD313

WINOOSKI SCHOOL DISTRICT

DISTRIBUTION OF KEYS/ACCESS CARDS

1. The Superintendent, in conjunction with the building principals will maintain an internal key/access badge system for employees. Internal keys and access badges will be issued through the superintendent's office.
2. The Superintendent shall be responsible for reviewing requests for access and keys by groups/volunteers and will be considered on an individual basis and in compliance with the facilities usage policy.
3. The Superintendent shall be responsible for issuing keys/access cards to the Winooski Police Department, Winooski Fire Department, and the Winooski Public Works Department. A lock box shall be utilized for this purpose.
4. Annually, the Superintendent shall review the key/access card system for compliance. Further, he/she shall make any necessary changes regarding locks and keys/access cards in order to adequately protect District property.
5. No key or access card shall be issued by any party except as is described above in 1-3.
6. Keys and access cards must be returned to the Superintendent's Office as follows:
 - a) Persons terminating employment, on their last day of work and before receiving their last paycheck.
 - b) Coaches at the end of their respective sport season.
 - c) Any person where there is a question about the security of district property. This shall include, but not be limited to, the unauthorized use of a key/card by an individual not originally issued the key.
7. Employees issued an access badge/key must complete a key assignment form.
8. Steps to follow when property has been damaged or taken:
 - a) Contact the building principal and superintendent immediately.
 - b) Submit a written report to central office that is dated and describes what was taken and the location.

Reviewed and Updated: September 30, 2015