



WINOOSKI SCHOOLS
We are the future.

RELATED BOARD POLICY: F4 - ACCESS CONTROL AND VISITOR MANAGEMENT

WSD PROCEDURE F4-P3

APPROVAL DATE: 4/1/2024



Superintendent Signature

FRONT ENTRANCE

The Winooski School District front entrance must be properly attended during school operational hours of 7:00 am through 3:00 pm. If the front office personnel is not in attendance, the following substitutes will provide coverage.

1. District Registrar
2. District SIS Manager
3. District Attendance Coordinator
4. School Administrative Assistants to assist with attendance during busy hours
5. District Data Manager
6. Library Assistant

Communications will be as follows, the Front Office Attendant will notify the Director of Finance & Operations (DFO) of absence. DFO will communicate with the MS/HS Principal (Supervisors of District Registrar and District Attendance) and/or Director of Technology (Supervisor of District SIS and Data Manager).

When covering, assigned individuals will follow coverage protocol as outlined in below:

INSTRUCTIONS PROVIDED BY CATHY BRAY FOR WHEN COVERING

Important numbers:

- Officer Ziter: (802)316-0028
- Krista: 6000; Cell (203)671-4540
- Allyssa Ravelin: 6183
- Karen Greene: 6109; Cell (802) 316-7100
- Nurse: 6094 or 6040
- Shannon: 6159
- Cheyene Racine: (802)343-6603

Cameras:

The first thing you will want to do is turn on the computer and bring up the cameras. After you have logged in, you will need to click on the Avigilon icon on the desktop. The login and password for subs are under my desk mat on the right hand side. Once logged in, you will click on the Main Entry Intercom, and the Main Entry Vest on the left side of the screen. Go up to the top of the screen and you will see a drop down box, click on 2 Divisions, that will give you just the two screens you need. Put that screen over to the corner monitor so you can use the other one for work. Be sure your speakers are on or you won't hear people ring the bell.

When any parent or visitor comes in, if they are going past the vestibule then they HAVE to sign in and wear a visitor badge.

Copying:

If you feel like you can do the basic copying, please feel free to do so. If you don't feel comfortable doing it, leave it and I will get to it when I return. IF you do any copying for anyone, when you are done place the finished copies on the shelves out in the lobby. Please be sure the teacher's name is on them. Please DO NOT let ANYONE use the copiers in my office. MS/HS and JFK have copiers in their respective schools if they want to do their own.

If I am out an extended amount of time and you need service or supplies for the copiers in my office you can call Symquest at (800) 374-9900. If you're not comfortable calling you can ask Krista or Sarah to help you.

IT takes care of the copiers in MS/HS and JFK. So if anyone tells you one of those need toner or service, ask them to put in a help ticket to IT.

If you need paper, put in a work order to facilities. The guys are great about bringing it quickly.

If teachers need paper for the classrooms, they need to go to their respective offices to get it. I DO NOT SUPPLY CLASSROOMS WITH PAPER.

Costco Shaws Gas Cards

If someone asks for the Costco, Shaws, or Gas card they are in the file cabinet. They are locked, Krista has a key for them.

Please make sure you write down on the sign in/out sheet who has the card, and the date.

Mail; UPS; FedEx Deliveries

The mailman knows where to pick up our outgoing mail. Don't worry about the incoming mail, you can let Linda (JFK) know it's here and she can go through it.

UPS and FedEx know where to put the packages. You will have to sign for FedEx. If you want to see who the packages are for and email them you can, don't feel like you have to.

If any large trucks come with deliveries call Cheyene at 6176 or (802)343-6603 and let him know. If Cheyene isn't available call Jonathan Alderi (802)373-4243

Attendance and Dismissals

If a parent calls for attendance or early dismissal of their student send the call to Allyssa 6183. If Allyssa is out too, ask what grade the student is in and transfer the call to either Sean (MSHS) 6106 or Linda (JFK) 6025.

DO NOT DISMISS STUDENTS YOURSELF.

Students coming in late should know to go to Allyssa to get a late slip. If a parent is going to walk the student to their class be sure they sign in and wear a visitor badge.

CRC's

If someone comes in with their Criminal Record Check packet call Kelley Freeman at 6140, she will come out to handle it. If Kelley isn't here, just take the packet and leave it on my desk and I will take care of it when I return.

If someone comes in and needs a packet, they are on the bottom basket in the desk organizer by the sliding window in the red folder.

Misc.

The binding machine and paper cutter do not leave my office. If someone needs binding done, they will have to wait for me to get back to do it. If they want to use the paper cutter in my office they are welcome to do so.

Badges: If someone needs a badge they will have to wait until I get back. If I am out for an extended amount of time, they will have to see Matt Gonzales.

Security

In the event of an emergency you may be asked to make an announcement. What you will need to say for each event is on the wall by the sliding window.

If it is a violent intruder or Officer Ziter or Jean Berthiaume has told you to, you will need to pull the blue emergency handle that is located behind the monitor in the corner, and make an announcement. If it is a violent intruder close all of the blinds and lock the office door and window. If you need to, hide under the desk. Any other kind of emergency just follow the directions on the paper by the window. Once the emergency is over you will need to use the key to reset the emergency box.

I do have a radio at the end of my desk. All communications will be done with that. Listen closely for directions.

If you have any questions ask Officer Ziter or Jean Berthiaume they will gladly help you.