

## **KEYLESS ENTRY (PROXIMITY) CARD PROTOCOLS**

The ID card that you have been issued is also a “key” to the facility in which you work. By waving the card in front of a keyless entry mechanism you will hear a click and the light that was previously red will turn green. This means you have unlocked the door and may enter.

The privilege of having this card comes with responsibility. Do not lend your card to anyone and if you misplace or lose the card contact the Facilities and Operations Office (845-256-4090) immediately to have the card deactivated.

Since these cards are more costly and more important than the former ID cards the following protocols have been established if a card is lost or stolen:

1. Contact Facilities and Operations (F & O) at 845-256-4090 immediately to deactivate the card.
2. The replacement card will be available for pick up from the F & O Office within one business day.
3. Cost of replacement for the first (1<sup>st</sup>) card lost or stolen is \$3.00.
4. Cost of replacement for the second (2<sup>nd</sup>) card lost or stolen is \$5.00.
5. The third replacement card will be an ID card with no chip to access doors unless the superintendent approves the keyless entry card in writing. The cost of the third replacement proximity card will be \$10.00. A non-access ID replacement card will cost \$1.00.
6. NOTE: Checks for replacement cards will be accepted and should be made out to the New Paltz CSD, on memo line: ID Card Replacement.

### **Process for Staff Access When the Building is Closed**

Staff members who wish to work on district or student related materials, planning, or other work-related activities during a period when the building is closed may request access according to the following procedure:

1. The request for access must be made to the building administrator at least 48 hours prior to the date requested.
  - No “blanket” requests will be approved (i.e., a request for access on all days the building is closed; a month at a time, etc.).
  - The request must be for one specific date no further than one week in advance.
2. The building administrator will approve or deny the request according to the following parameters:
  - The request will NOT be approved if the request is for:
    - A holiday when the district is closed,
    - The week in February when the district is shut down, or
    - A time when there is no custodian on duty.
    - This section does not apply to coaches of athletic teams who have been approved by the Director of Athletics and subsequently the Building Principal and Superintendent.
  - The request must be approved by the building administrator.
  - The request will be made in writing via an email or memo from the building administrator (or an assistant principal if authorized by the principal), not a clerical staff member thereby proving the request was approved by the appropriate administrator.
3. If the staff member wishes to work in the building on a specific project which would take several weeks to complete, he/she is to have the project approved by the building administrator.
  - The staff member must submit a Building Use Form for the multiple dates and times needed to complete the approved project as per district protocol.
  - A copy of the administrative approval to do the project must be attached to a building request form.