

# Portables & Office Areas - Limited student access cards

Because of the portables, there are a number of scenarios that necessitate several types of student key cards:

- ▶ **RESTROOMS** – Each portable will have a key card that will be attached to the monthly pass for restroom use
- ▶ **NON-RESTROOM BUILDING ACCESS** – Students will need to enter the building from the portables to see their counselor, visit the health room, meet with an administrator, sign out at attendance for appointments, etc. Each portable will have a key card for this purpose
  - ▶ The “buddy system” will be encouraged so that the key card is immediately returned to the portable
- ▶ **OFFICE ASSISTANTS** – Students working in the office areas will use a designated key card to be able to re-enter the main building after delivering a pass to the portables
- ▶ Student cards are activated from **7:00 am – 4:00 pm on school days only** (district-wide)



# Student Access Card – lost or stolen?

- ▶ Remember, a student access card is essentially a **KEY** to the building
- ▶ Portable teachers and office staff are responsible to account for each of their student access cards EVERY DAY
- ▶ If a student access card goes missing, you are responsible to notify Sukawt or an admin immediately!
- ▶ The card will immediately be deactivated to prevent unauthorized use
- ▶ If it turns up at any time, it will be reactivated – if you find one, turn it in to Main Office
- ▶ The portable (or respective office area) will receive a backup card to facilitate student access
- ▶ The replacement cost for the school is \$20 to replace the student access cards – thank you in advance for your vigilance!