



**SCHOOL DISTRICT NO. 50 HAIDA GWAI  
BOARD POLICY MANUAL**

**Policy No. H.6 (Formerly 6010)**

**Policy Subject:** ACCESS & SECURITY

**Date Passed:** October 1999

**Date Approved:** November, 1999

**Policy:** ACCESS & SECURITY

**PREAMBLE**

The Manager of the facilities is charged with the responsibility of security and access of his/her facility and it is recognized that the task must be shared by various employees of the school district.

Security and access is divided into the following time elements:

- (a) Regular school days;
- (b) Weekends and statutory holidays;
- (c) School Recess - Christmas, spring break and summer.

In addition to the time element, there is the user element.

- (a) School functions;
- (b) Continuing Education functions;
- (c) General public.

The Board realize the impracticality of the Principal or District Manager being present at all times for security and access and in recognition places shared responsibility with the following:

- (a) Teaching staff;
- (b) Custodial staff;
- (c) Maintenance staff;
- (d) Continuing Education staff.

The Manager also realizes that there are times which are advantageous to Custodial and Maintenance staff to carry out cleaning and maintenance of the facility and, because of such times, would limit access to the facility.

The Board also recognizes the need for teaching staff to have access to school classrooms and facilities to carry out their teaching preparation.

The Principal or District Manager involved is ultimately responsible for the security of the facility and should misuse or abuse of facilities be discovered by any employee, the employee shall report same to the Principal or District Manager. The Principal or District Manager will notify or inform the user of the facility of what has been reported and what action the Principal or District Manager is prepared to take. Recovery of costs or suspension of privileges will be officially made in writing through the office of the Secretary Treasurer.

#### PROCEDURE

In order to provide security and access to the school the following will become a standard:

1. Only one (1) access entry to the school will be allowed after normal school hours;
2. Teachers will be given a key to the main entry door and such internal classrooms as the Principal may deem necessary for his/her staff.

For both 1 and 2 above the Principal shall keep a register of keys. The Principal shall exercise the prerogative of having his staff turn keys in at the end of the school year. It is mandatory that those leaving the employ of the School District return their keys to the Principal at termination of employment.

Teachers or other staff entering the school to use school facilities should inform the custodian(s) of their whereabouts and their expected time of leaving the premises. Teachers or other staff should leave in advance of the custodian's time of departure, however, should they remain in the building after departure of the custodians, they become responsible for the security of the building.

#### Security Alarms

Schools equipped with security alarms will have the alarms activated by school district employees. The activation of the alarm system is normally at 12:00 midnight every week night and 12:00 midnight every Friday through 7:30 a.m. Monday morning. The responsibility of activating the alarm will fall upon the following:

- (a) School District custodial employees;
- (b) School District contractual employees. \*

Teachers re-entering the school when custodians or maintenance personnel are not present will be required to sign a log book indicating time they entered the school and time they left the school. During the time that schools are in recess, the activation of the alarm will take place at 4:00 p.m. Monday through Friday and over the weekend or extended weekend the alarms would remain activated until 7:30 a.m. of the first working day or school day.

The responsibility for activating the alarm will fall upon the following:

- (a) School District Custodial employees;
- (b) School District Contractual employees;
- (c) School District Maintenance staff.

\* Contractual employees are bound only by the rental policy which states that activities must be ended by 10:30 p.m. or arrangements must be made for alarm activation by the Principal and by prior arrangement.

Personnel entering the school during times that the security system is activated shall de-activate the alarm and reactivate the alarm upon entering and leaving the school. The responsibility of activating the alarm will fall upon the last employee leaving the school if more than one employee is present.

The Principal, Vice Principal if applicable, and custodial staff will have a master key. The Chief Executive Officer and District Managers will have Grand Master keys.

3. Continuing Education Co-ordinators - School keys will be obtained from the school Principal by signing the appropriate key register.

4. General Public - The person so designated on the use application form will be responsible for the accessing of the school. The key will be obtained from the Principal or access through janitorial staff by providing proper notification;

5. Cutting of Keys - Responsibility for cutting of keys shall be that of the Maintenance Department.

#### Responsibilities Shared for Access and Security

##### Regular School Days

8:00 a.m. to 4:00 p.m. - teaching staff.

4:00 p.m. to 12:00 (midnight) - custodial staff.

12:00 (midnight) to 8:00 a.m. - Principal or by prior arrangement.

##### Weekends

By prior arrangement with the Principal.

##### School Vacations and all other times

By prior arrangement with the Principal. Keys may or may not be required dependent upon Maintenance and Custodial staff being present during normal work days, 8:00 a.m. to 4:00 p.m.