

**Security of District Facilities**

**Policy No. 402.7R**

**REGULATIONS**

**1. Access to District Facilities**

- 1.1. All staff and user groups using school facilities must vacate the facilities by 11:00 p.m.
- 1.2. If, for any reason, someone must be in the building after this, that person must receive prior approval from the Principal/Vice Principal or supervisor.
- 1.3. The last person leaving a building must ascertain that no unauthorized individuals remain in the building and all doors and windows are closed and locked and all unnecessary lights have been turned off.
- 1.4. When the last person is ready to leave the building, he/she must ensure the security system is turned on.

**2. School Keys/Security Access Cards and Codes**

Principal/Vice Principals will be responsible for the distribution and collection of all keys/security access cards required for the operation of the school. In general, keys/security access cards distributed will only include entrance to the school, the security system where applicable, and the assigned room(s). Any other keys/security access cards distributed will be at the discretion of the Principal/Vice Principal.

**2.1. Security Access Cards**

Security access cards are issued to individual employees. Employees are to keep their card if they are moving to a new work location within School District No. 91 (Nechako Lakes). If they are leaving employment or going on a leave that will result in their position being posted they need to turn their card in to their current supervisor. If an employee moves to a new school, their new supervisor must notify the office responsible for security with the employee's previous location and new location as well as effective dates. Their card will be updated with the changes.

- 2.2. The responsibilities of Principal/Vice Principal in regard to the distribution and collection of keys and cards include:
  - The maintenance of a file that records all keys and cards distributed;
  - Annually by October 31, provide a copy of the file to the School District department responsible for security;

- Provide updates as they occur throughout the year to the School District department responsible for security;
- The assurance all staffs are aware of necessary precautions regarding the security of the school beyond normal operating hours;
- The establishment of a process to ensure the last person to leave the facility assumes the responsibility for school security;
- The security of the facility when used for community activities; and,
- All school keys/security access cards shall be inventoried at the end of each school year and shall be collected, from staff resigning during the school year and from employees on long term leaves or transfers that would require their position to be posted.

### 2.3. Loss/Theft of Keys/Security Access Cards

In the event of the loss/theft of keys/security access cards, the Principal/Vice Principal must be notified immediately.

Employees issued with keys/security access cards which are lost or misplaced may be responsible for the cost resulting from that loss.

Should the loss of the keys/security access cards present a security risk for the school, a report must be made to the Superintendent of Schools, or designate, if, by the end of the day, if the keys/security access cards have not been recovered.

If, in the opinion of the Superintendent of Schools, the loss of the keys/security access cards significantly increases the risk of unlawful entry and/or the theft of district equipment, appropriate actions will be taken to ensure the safekeeping of Board assets.

## 3. Access to Schools when school is not in session

These breaks are opportunities for the district operations staff to update and maintain district facilities. Therefore, due consideration must be given for maintenance and custodial personnel working at the school during these breaks.

All access to schools when school is not in session must be coordinated with the Facilities Department prior to the being authorized by Principal/Vice Principal.