

Building Security and Access Policy

Policy Statement

The Eastern School District shall maintain a building and security locking system for the protection of its students, staff and properties. Control over access will be managed by the Facilities Department. All locks, keys, electronic access cards and access codes are the sole property of Eastern School District.

Rationale

This policy supports Eastern School District's mission statement pertaining to safe and caring schools and recognizes the need to protect student, staff and properties.

Scope

This policy applies to all properties under the jurisdiction of the Eastern School District.

Procedures

- 1) The Director of Education will establish administrative regulations to provide guidance in delineating the intent of this policy.
- 2) These regulations will be reviewed annually by the Director of Education in consultation with Administrative Council.
- 3) Eastern School District employees who, by the nature of their duties, are required to work in various schools, shall be provided with a District-issued photo identification which must be visible at all times.
- 4) During regular school hours, all visitors to a school, including employees, shall report their presence to the main office immediately upon arrival and on departure.
- 5) The Eastern School District shall ensure that all buildings are securely locked when they are not in use.
- 6) The installation of all locks and security systems must be approved by the Director of Facilities prior to installation.

Authority: Eastern School Board
Legal Reference:
Cross Reference: The Schools Act, 1997

Date Approved by the Board: June 17, 2009
Date of Amendments:

