

POLICIES AND PROCEDURES

POLICY: Building Security: Control Systems

Date Approved: January 4, 2005

Last Reviewed: 2024-2025

Dates of Amendment: March 24, 2016; February 6, 2020; January 28, 2025

Cross Reference: [Community Use of School Facilities](#); [Video Surveillance](#); [Safe Arrivals](#)

POLICY:

1. The Board shall provide access to schools to accommodate and facilitate educational programs and to provide after-school access for community activities while maintaining adequate security of buildings, contents and occupants.

ADMINISTRATIVE PROCEDURES:

1. An appropriate security plan will be developed and maintained by a staff committee composed of Planning and Facilities Department staff, elementary, secondary, and adult school Principals, and other representatives, as required. The administrative procedures identified in the Planning and Facilities document entitled [Building Security - A Shared Responsibility](#) will be followed.
2. Lock Systems and Hardware

As amended from time to time, all new schools and Board facilities will be provided with:

- a. building exterior non-reproducible master key system;
- b. building interior master key system;
- c. classrooms and storage spaces are keyed alike;
- d. specialized and service rooms are keyed alike;
- e. classroom storage closet/area keyed alike by function;
- f. a separate key for individual secure areas, mechanical and service rooms;
- g. self-locking door hardware in all high risk areas (Science and Computer Labs, Music and Technology areas); and

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- h. a key-control storage cabinet located within the school administration area.

Key Controls/Card Access

- i. The Principal/Site Administrator/Office Manager will be responsible for the administration, control, distribution, and return of all school or other Board facility keys/access cards provided to:
 - i. school/site administrative and teaching staff under the direct responsibility of the Principal/Site Administrator; and/or
 - ii. other persons delegated the responsibility for the use of an elementary school or another facility as stipulated under Board policy *Community Use of School Facilities*.
- j. The Planning and Facilities Department will be responsible for the administration, control, distribution, and return of all school/facility keys provided to:
 - i. caretaking and maintenance staff at each of their assigned school/facility sites;
 - ii. Board administration staff regularly requiring access to schools/administrative facilities outside of regular operating hours; and
 - iii. security personnel, contractors, and emergency repair contractors requiring ongoing immediate access to Board facilities outside of regular operating hours.

3. Building Alarm Monitoring Systems

All new schools and Board facilities will be provided with an alarm system that will monitor:

- a. low heat detection system;
- b. fire detection system;
- c. access and intrusion alarms;
- d. sprinkler system monitoring where applicable; and
- e. Water treatment monitoring system for well water systems at rural schools.

4. Building Intrusion Alarm Monitoring Systems - Security Access Codes

Only the Planning and Facilities Department will program and cancel security access codes.

- a. The Principal/Site Administrator/Office Manager will be responsible for the administration,

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distribution, and control of all school and Board Offices Security Access Codes provided to:

- i. school/site administrative and teaching staff and administrative staff under the direct responsibility of the Principal/Site Administrator/Office Manager; and
 - ii. other persons (Responsible Persons) delegated the responsibility for the use of an elementary school or other facility as stipulated under Board Policy Community Use of Schools Facilities.
- b. The Planning and Facilities Department will be responsible for the administration, distribution, and control of all school Security Access Codes provided to:
- i. Caretaking, maintenance, and trades staff at each of their assigned schools/facilities;
 - ii. Board staff who regularly require access to schools and administrative facilities outside of regular operating hours;
 - iii. Security personnel and contractors requiring access to schools outside of regular operating hours; and
 - iv. Community Use of Schools permits requiring access to high schools during permit hours.

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