

Access to Academy Facilities

1) Definitions:

- a) "Key" means a physical key, keycard, access code, or other device used to gain entry to a building or access-controlled inner area of a building.
- b) "Security Officer" means the Principal or delegated staff member responsible for overseeing building access.

2) General Access:

- a) An adequate access control system shall be established by the Security Officer which shall limit access to buildings to authorized personnel and shall safeguard against entrance to buildings by unauthorized persons.
- b) During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to certain doors.
- c) Under no circumstances shall anyone who is issued a Key be allowed to release or loan the Key from their possession to anyone for any reason. Duplicate Keys shall not be made. Loss of a Key must be reported immediately to the Security Officer,
- d) Alarm systems and other devices that protect buildings against illegal entry and vandalism shall be installed where appropriate.
- e) Employees leaving a building after hours shall ensure the building is secure prior to their exit.

3) Board of Directors:

- a) Members of the Board of Directors may have Keys for building entry and access-controlled inner areas with the approval of the Principal and/or Board of Directors. No member of the Board of Directors will have access to a teacher(s) room without Principal and/or teacher approval.

Adopted: May 1, 2014