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<b>Policy Number: 3400</b>	
<b>Section:</b>	
<input type="checkbox"/> Community Relations <input checked="" type="checkbox"/> <b>Administration</b> <input type="checkbox"/> Business Procedures <input type="checkbox"/> Community Operations <input type="checkbox"/> Personnel <input type="checkbox"/> Students <input type="checkbox"/> Instruction	

**SUBJECT: Building Level Access and Control Policies**

**Policy Statement**

The Board of Trustees is committed to safeguarding the well-being of all students and employees of the Health Sciences Charter School (“HSCS”) to learn and work in a safe and secure environment.

School administrators are responsible for ensuring that appropriate security and access control procedures are implemented within the building.

It is the responsibility of the total school community to create and maintain a safe building atmosphere which reduces the risk associated with violence or other emergencies.

**Building Access**

Generally, upon the start of the school day and throughout the “normal” hours of operation, the front entrance by the main office shall be the only point of entrance and exit to the building. Students and faculty who are going to the gymnasium, may exit through the door leading out to that building; re-entrance into the main school building from the gymnasium shall be also permitted through the same door when a staff member opens such door. All other doors are only to be used for emergency exits and are alarmed at all times. Routine inspections by the facilities manager shall ensure that the alarms are functioning, and that exits are clearly marked and unblocked.

The School shall use surveillance cameras to monitor and record entrance points. In addition to enabling staff to review who is in the area shown by the camera, these cameras can serve as a deterrent.

The front entrance shall be locked at all times. The receptionist has an unimpeded view of the front entrance and is responsible for releasing the lock by a buzzer system to permit access to the building. Anyone entering the building shall immediately stop by the main office to sign in and get a visitor badge. If a guest is expected, the individual expecting such guest is responsible for notifying the front desk receptionist. When a guest arrives, the receptionist will notify the staff member expecting that guest that their visitor has arrived. The staff member will come to the main office to escort the visitor to their meeting place or request a monitor do the same.

All keys and access control devices for HSCS are the property of the school. Keys and access control devices (swipe cards) issued become the individual’s responsibility until termination of employment, or the granted access to an area is no longer needed.

A copy of each key to locked facilities shall be maintained in a lock box in the building.

A set consisting of the following keys shall be maintained and easily accessible for emergency personnel: master key; key(s) to secured areas; roof access key.

Staff are also provided with an access control device (swipe card) for entrance into the building. Access cards for those in administrative positions, the facilities manager, and hall monitors will be permitted access for 24 hours a day; all others shall have access using swipe cards from 6 am to 6 pm daily.

The Director of Operations (or a designee) shall have the responsibility for:

- 1) Issuing keys;
- 2) Requesting access cards from the school's IT service provider;
- 3) Collecting keys; and
- 4) Timely notifying the IT service provider to deactivate swipe card access when appropriate (e.g., if a card is lost or if an employee is terminated, etc.).

The following actions shall be considered access control violations and will be subject to appropriate disciplinary measures up to and including termination of employment:

- 1) Transfer of keys or access cards without authorization by an administrator or the Facilities Manager;
- 2) Unauthorized duplication of keys or access cards;
- 3) Unauthorized altering of keys or locks;
- 4) Intentional damaging, vandalizing or tampering of school locks or hardware;
- 5) Admission of unauthorized person(s) into the building; and
- 6) Failure to immediately report missing keys or access cards.

**Supporting Procedures:**

School Safety Plan

Workplace Violence Prevention Program Key Distribution Procedures

**Adopted: 08/12/10**

**Revised: 05/6/21**