

**Building Security Procedures for outside School hours (9:00 a.m. to 4:00 p.m.)**

1. Building access will be for school related business only or with an approved School Facilities Agreement, (3-1), from Procedure Manual.
2. Staff members are to sign in and out on Alarm Systems form (5-J), from Procedure Manual.
3. Outside doors are not to be propped open at any time.
4. Upon leaving the building, all doors and windows must be closed and secured. All equipment, taps, showers etc. must be shut off. This is the responsibility of staff and facilities agreement signee.
5. All summer activity in the school must have an approved Facilities Agreement form (3-1) approval prior to the event taking place.
6. **Security Penalties for staff:** Failure to comply with security procedures will result in following penalties for individuals:
  - a) First violation: Warning
  - b) Second violation: Will be charged total cost of call in
  - c) Third violation: Loss of key and alarm code for one month