
AP 541 – Building and Grounds Security

Background

The District recognizes the need for appropriate security practices and procedures in each of the District's facilities.

The District further acknowledges the needs for each school and community differ as a result of staffing, joint use agreements, hours of operation, special events, etc.

The Principal has the authority and responsibility of ensuring all buildings and grounds of the District under his/her care are operated in a safe and secure manner.

Procedures

1. No person shall disturb or interrupt the proceedings of the school.
2. No person shall loiter or trespass in a school building or on property owned by the District.
3. Security systems shall be installed and operated in schools and in other buildings owned by the District as a deterrent to unauthorized entry.
 - 3.1 Security systems shall be improved, expanded, and upgraded as experience dictates and within budgetary provisions.
 - 3.2 The Custodian shall be responsible for the coordination and operation of the security system, and will act as a liaison between the security monitoring, security service and the police, in order to ensure optimum protection.
4. The Principal shall advise staff members that, should they discover a break-in or school vandalism requiring immediate attention, the Principal or Vice Principal is to be notified immediately.
 - 4.1 Upon reviewing the circumstances related to the break-in, theft or vandalism, the Principal is to notify the:
 - 4.1.1 Police,
 - 4.1.2 Director of Facilities
 - 4.1.3 Custodian,
 - 4.1.4 Secretary Treasurer.
 - 4.2 The Principal shall, within three (3) school days after the incident, complete the Break-in or Damage Report in accordance with the instructions on the report.

Administrative Procedure 541

5. Principals are to establish the level of access to grounds and/or buildings for each of their employees or users and to distribute keys and security access codes according to established procedures.
6. Distribution of keys to school staff members shall be restricted to the following:
 - 6.1 School master keys to exterior and interior doors shall be issued to the Principal and Vice Principal.
 - 6.2 Exterior entry door keys will be issued to staff members at the discretion of the Principal.
 - 6.3 Classroom keys may be issued to staff members at the discretion of the Principal.
 - 6.4 Keys to specialty areas will only be issued to staff members at the discretion of the Principal.
7. All keys referred to in this policy are the property of West Vancouver Schools and are not to be duplicated by anyone other than the District lock shop.
8. An inventory of keys is to be maintained for each facility. The Principal shall verify in May of each year that all keys are accounted for in accordance with records.
9. Individuals are not to possess keys that have not been issued to them by the Principal.
10. Keys shall not be loaned to students or unauthorized persons under any circumstances.
11. Students may be admitted to school premises after normal school hours only under the supervision of a school staff member and with the knowledge and approval of the Principal.
12. Lost keys shall be immediately reported to the Principal and Facilities Department.
13. Staff members are to return issued keys to the Principal upon leaving the District or transferring to a position that no longer requires those keys.
14. The Principal shall conduct an ongoing education program with staff members to emphasize the responsibility for building security. This program is to receive particular emphasis at the beginning of each school year to ensure that new staff members are aware of security problems and requirements.
15. Security for the building (i.e., locking doors, turning out lights and setting the alarm) is the responsibility of the last authorized individual to use the facility.
16. Master keys for all sites will be assigned to the District senior staff.
17. Alarm call-out costs incurred as a result of improper procedure compliance at a site shall be the responsibility of the site in circumstances where the call-out is a result of that site's staff actions, and the responsibility of the Facilities department in all other circumstances.