



Security Policy

Purpose:

Schools have the responsibility for providing a reasonably safe and secure environment for students and staff.

To ensure a safe and secure environment for the protection of students, employees and volunteers, all persons employed at the St. Thomas More School site utilize a Door Access Card/FOB to access the school building.

The greatest challenge for a school is to maintain a level of security awareness.

- Avoid propping open doors or circumvent controls
- Question or report unknown persons observed in school
- Respond immediately to security concerns reported by students, employees and staff.

Procedure

Employees

All employees must wear an ID badge while on school property. These photo ID badges should be visibly displayed on the front of the body (above the waist).

A photo id badge is required for St. Thomas More School/GRACE employees and any others who utilize dedicated space/rooms in our school building.

Visitors and Volunteers

The office staff is responsible for identifying individuals requesting access to the school building. The office staff will grant individuals access to the building and issue temporary IDs after sign-in by the visitor/volunteer in the office.

Athletics

The athletic director is responsible for identifying the individuals (coaches, tournament coordinator, etc) who require access for athletic events. These individuals will receive a door access card prior to the sport season. The door access card is to be returned to the athletic director at the end of the season.

Authorized Entry

Persons who are authorized to use the building are not allowed to provide unauthorized entry by other persons.

Any actions to circumvent the door security controls, such as propping open doors will result in the revocation of the door access card/FOB for the individual responsible.

Key Access

Key access to the building is limited to administrative and maintenance personnel of St. Thomas More School, Ss. Peter and Paul Parish and emergency services (fire, police, etc).

Identification Badges

Identification badges are the foundation of the building security policy.

All St. Thomas More School/GRACE and GBAPS employees are to properly display, at all times, their employer issued identification badges to identify themselves and their association with the school.

Identification badges for the STM/GRACE employees will be provided with participation in the annual school portrait session(s).

Door Access Card/FOB

The responsibilities of holders of the Door Access Card/FOB are defined with the Door Access User Acceptance Agreement.

The Door Access User Acceptance Agreement must be signed by the card holder upon receipt of a Door Access Card/FOB.

Lost or stolen door access card/FOB will be replaced at a cost to the individual of \$10.

Surveillance Cameras

To provide a safe and security environment for persons while on the premises, surveillance cameras are used to promote the order, safety and security of students, staff, visitors and property.

Cameras will be placed in locations to provide a safe and secure environment.

The cameras will be visible.

Cameras are not placed in any area where the public, students and staff have a reasonable expectation of privacy, such as locker rooms or restrooms.

Building Security

- The school building will be secured at all hours (7 days a week, 24 hours a day, 365 days a year).
- Access to the school building will be granted with a Door Access Card/FOB for the applicable hour(s).

- Access to the school building for those without a Door Access Card/FOB, during school hours, will be granted by pressing the door bell at the front entrance (door #1) and parking lot entrance (door #4). The school office staff will grant access upon review of the door monitor.
- Access to the school building for special events will be programmed for the applicable door(s), day and time. Special Events include, but not limited to: school events, parent/teacher conferences, athletic games/ tournaments, retreats.
- The 'numbered' school door entrances are:
 - 1: Front door - Harvey Street
 - 2: Gym - Harvey Street
 - 3: Cafe/Gym - Parking Lot
 - 4: Parking Lot Entrance (Main GBAPS: John Dewey)
 - 5: Second Floor - Parking Lot
 - 6: Playground
- Interior secured door(s):
 - First Floor (Back hall)
- Access to the school using a Door Access Card/FOB is granted by passing the card/FOB across the proximity reader located at the side of the electronically secured door. The door closest to the proximity reader will unlock the door.
- At the start of the school day, students enter the school building at designated entrances based on grade level with faculty supervision.
- During the school day, students and guests will be granted access using the door bell at the front entrance (door #1) or parking lot entrance (door #4).