

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 542
PROCEDURE:	SCHOOL SECURITY		

BACKGROUND

The following procedures have been established for purposes of maintaining student and staff safety as well as the security of school facilities and their contents.

PROCEDURES

1. The Principal, teachers and other staff members are to maintain a highly visible presence throughout the school and school grounds.
2. Staff members are trained in the implementation of the school's crisis management plan.
3. From 9:00 AM to 3:30 PM only the main entrance will remain unlocked.
4. Exterior doors are not to be left propped open or left ajar at anytime.
5. All visitors are required to check in at the main office prior to visiting classroom areas.
6. All staff are to keep their school keys in their possession.
7. During the day, the secretary's door is to be open with the door locked. This will allow the secretary to quickly close the pre-locked door in an emergency situation.
8. When teachers leave their classrooms or "teaching" areas at the end of the day, they shall ensure that all windows are closed and locked, lights are switched off and where applicable, the door is locked. All classroom computers and other A.V. equipment must be switched off at the end of the day.

Reference: Sections 85, 87, 108, 109, 110, 116, 175, 231 Education Act

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