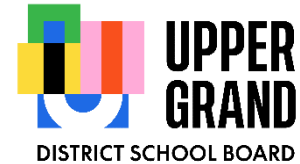


Building Security and Access Procedures 322-A



Category: Administration
Administered by: Director of Education
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1. General

The Upper Grand District School Board (UGDSB) is committed to providing a safe, secure learning and working environment for students, staff, and visitors.

This procedure outlines the issuance and management of building access cards and keypads for UGDSB staff, school administrators, and tenants such as child care, nursery schools, EarlyON Years Child and Family Centres, as well as Before and After School care providers located in UGDSB facilities.

2. Definitions

Access Card Reader

An access card reader is a device used to control and manage access to buildings or secure areas. Access card readers are located at two or more exterior doors to facilitate entrance into a UGDSB building.

Access Card

An access card is a key or card that provides secure and controlled access to a UGDSB building (e.g., school or board office) and/or specific areas within a building. UGDSB access cards are programmed centrally and assigned to individual staff persons to allow or restrict entry, ensuring that only authorized individuals can access specific locations.

Keypad Entry

A keypad entry system requires users to enter a code on a keypad to gain access to a building. All elementary schools have a keypad entry system for childcare providers, as well as Before and After care programs. The keypad is located at an exterior door that serves the program and is intended to facilitate parents/guardians with the drop-off and pick-up of children attending the childcare and/or Before and After School programs.

Authorized User

An Authorized User is defined as an individual who has the right and permission to have an access card. All Authorized Users will be issued access cards as follows:

- All Upper Grand District School Board permanent staff will be provided with one card; and
- All Long-Term Occasional (LTO) Upper Grand District School Board staff will be provided with one card for the length of their assignment.

Restricted User

A Restricted User is defined as an individual that does not have the right or permission to a permanently assigned access card. Under certain circumstances, a Restricted User may be provided with the short-term use of an access card.

For the purposes of this procedure, a Restricted User includes:

- Short-term occasional staff
- Tenants, licensees, and external agency staff (e.g., Children’s Aid Society, childcare providers)
- Volunteers
- Contractors and service providers external to the UGDSB
- Any person who is not a permanent hire of the UGDSB (e.g., supply teacher)

3. Details

3.1 Visitors

- 3.1.1 All visitors to schools are required to sign in at the school’s main office and wear a badge/sticker identifying them as a visitor to the school.
- 3.1.2 All visitors to board administration buildings are to sign in at reception.

THE FOLLOWING PROCEDURES ARE IN EFFECT FOR THOSE SCHOOLS/BOARD OFFICES WITH AN ELECTRONIC ENTRY SYSTEM.

3.2 School Doors

3.2.1 Elementary

The exterior doors to an elementary school building are to be locked between 7 am and 6 pm each school day if there is a before-school care program in the building, or prior to the school's designated start time. Starting at 6 pm, access is available for those with community use permits.

3.2.2 Secondary

Secondary schools are not required to lock the exterior doors into the building however all visitors are required to sign in at the school's main office upon entry.

3.3 Issuance of Access Cards

Access cards are assigned to individuals for a specific work location, or in some cases for a group, or for all buildings if the individual works at more than one location.

3.3.1 Unassigned Cards

A certain number of unassigned access cards are provided to each school to facilitate access into the main building for supply staff as well as for students located in a portable classroom.

3.3.1.1 Generic Access Cards

Generic cards will be issued for office use. The generic access card is expected to provide daily access for short-term supply teachers, lunchroom supervisors, and any other person who requires an access card for short term or day use. If more are required, schools should seek the approval of their superintendent and send an email request to the Facility Services department. The principal or designate shall be responsible for managing the school's generic cards.

3.3.1.2 Portable Access Cards

Two (2) access cards will be issued to schools for each portable to enable students to enter the main building. These cards will be provided through the Facility Services department as part of the portable placement process.

3.3.1.2.1 The management of access cards for portable classrooms is the responsibility of the principal/designate while the portables are on site. If a portable is removed from the site, the principal or designate is to return the two cards promptly and directly to the Facility Services department.

3.3.2 Board staff who may visit schools as part of their work will also be provided with an access card that supports access to all buildings or a group of buildings, subject to their role.

3.3.3 Long-term occasional (LTO) staff shall be issued a card upon receipt of a UGSupport request submitted by the principal/supervisor. The card will remain with the LTO staff during their tenure with the UGDSB.

3.3.4 All access cardholders, including but not limited to employees and contractors, are required to treat their access card with the same respect as all other board-issued property. Access cards remain the property of the board, shall not be duplicated or shared with others, and must be surrendered upon request.

3.4 Restricted users, including short-term occasional/supply staff and contractors, will not be issued a permanent access card as they will be able to access the main building when the office staff are present. One of the generic office cards may be provided at the discretion of the principal or designate and with the approval of the school's Superintendent of Education.

3.4.1 Each school is responsible for managing the distribution and collection of their generic office cards.

- 3.4.2 Supply teachers may be provided use of a generic office card to access the main school building for the duration of their assignment at any school. The office card is to be returned at the end of each day but may be retained for longer with the approval of the principal or designate.
- 3.4.3 Contractors working on projects may be issued an access card to facilitate longer hours of work to complete a project. The project lead or supervisor may obtain an access card on behalf of the contractor. The card will be programmed to expire and must be returned upon completion of the work.
 - 3.4.3.1 The cost of the access card will be carried by the project budget.
- 3.4.4 Contractors performing regular maintenance and service on equipment at schools may be provided with an access card when approved by Facility Services.
 - 3.4.4.1 Where approved, these cards will be programmed to expire at the end of the service contract and will be reviewed and managed by the board staff person overseeing the service contract and must be surrendered upon request.
- 3.4.5 An external agency may purchase a card for a fee if the request is supported by the school principal and superintendent. Purchased access cards will have an expiry date. The fee is non-refundable.

3.5 **Access Levels**

Access level is determined by an employee's job classification within the organization. This information is to be provided by the People Leadership and Culture (PLC) department to the Facility Services department through software updates.

3.6 **Management of Access Cards**

- 3.6.1 Access cards remain the property of the board, shall not be duplicated or shared with others, and must be surrendered upon request.

3.6.2 Change of Employment/Promotion

Upon change of employment status or a change of position within the board, which would no longer require the employee to be an access card holder, employees shall relinquish their access card to their supervisor or principal/designate. The card shall be returned by the principal or designate to the Facility Services department.

3.6.3 Termination

Upon termination of an employee, the access card shall be collected immediately from the terminated staff person by the senior management staff person in attendance at the termination meeting.

3.6.4 Retirement/Resignation

All staff who retire/resign must return their access card on their last day of work.

3.6.5 Replacement Cards

Employees must request replacement for lost or stolen cards through UGSupport. There will be a non-refundable fee for the replacement of all access cards.

3.6.6 Reporting

Employees must inform their supervisor of any lost, stolen or damaged card within 12 hours.

3.6.7 Return and Disposal

All cards, notwithstanding their condition (e.g., old, damaged, etc.) shall be returned to the Facility Services department for proper disposal. All cards no longer required (e.g., cards assigned to portables) are to be returned promptly to Facility Services.

3.7 Non-Board Staff

For non-board staff who work with Upper Grand District School Board students in our schools under Section 23 programs, two (2) access cards will be offered per location to facilitate student instruction and management.

- 3.7.1 Non-board staff will be required to pay a non-refundable fee representing the cost of the card and staff time to program and manage access.
- 3.7.2 Each program location will be issued two (2) additional generic cards. The school will be responsible for the management of the cards. Access cards remain the property of the board.
- 3.7.3 Access cards remain the property of the board, shall not be duplicated or shared with others, and must be surrendered upon request.

3.8 Student Need

Students are not to be issued an access card unless there are mitigating circumstances where it is deemed to be a matter of student safety. If the principal deems that an access card for a student is necessary, the principal will consult with the school superintendent. Generally, the need is based on a unique situation (e.g., a medical reason or other mitigating circumstances).

- 3.8.1 Upon receiving approval from the school superintendent, Facility Services will provide the principal with an additional generic card for the student.
 - 3.8.1.1 The school will be responsible for the management of the card.
 - 3.8.1.2 The card will be deactivated at winter and spring break and over the summer, however, the card should be returned to the office during student vacations.
 - 3.8.1.3 When the student no longer requires the card, the school is to return the card to Facility Services with a note indicating the student's name and the name of the school.

3.9 Keypad Entry System

All **elementary** schools are equipped with a keypad entry system for Before and After School Programs. The keypad is a numeric pad positioned at one entry location. All keypads are installed under the care

of the Facility Services department and the location is mutually determined between the childcare provider and the school.

- 3.9.1 An access code is generated and managed by the Facility Services department. The access code is provided to the school principal and head custodian who inform the childcare and before/after school service providers of the access code.
- 3.9.2 Access codes are for the use of the childcare staff, before/after school service providers, and the families of these services. The access code is not to be used by school staff, community rentals, delivery services, or others not listed.
- 3.9.3 If the access code is compromised, the Facility Services staff must be notified immediately. Facility Services will generate a new code and provide the new access code to the school principal and head custodian who will then inform the childcare and before/after school service providers.
- 3.9.4 All keypad locations are confirmed by Facility Services. If a school requests a second keypad the school must first engage Facility Services and seek approval from the school superintendent. Once support for a second pad is supported the school is responsible for all costs associated with the purchase, installation, and testing of the keypad. Facility Services will determine and select the type and model of keypad to ensure integration with the security network.
- 3.9.5 The installation, maintenance and management of the keypad(s) is the responsibility of Facility Services and Planning.

3.10 **Assistance**

Any questions or requests regarding the management of access cards should be sent to the Facility Services department or through UGSupport.