

Teachers and other full-time employees with the need to be in the building after hours will be given electronic key cards/fobs to the facility, and manual keys which will allow them to enter their classroom, teacher workroom, and other areas on an ‘as needed’ basis.

### **School Days:**

Teachers will be able to access the building from 6:00AM-9:00PM on school days. On these days (Monday-Friday when school is in session), it is the responsibility of the custodian to turn off all lights in GWA’s area of use, check all doors leading to the outside to ensure that they are securely locked, and to set the alarm. At the time the custodian leaves (usually 6:00PM), he/she will do an ‘all call’ to ensure no one is left in the building. If anyone chooses to stay past that time, it is their direct responsibility to let the custodian know they are there. Each person from that point on who remains must do an ‘all call’ at the time he/she is leaving. The last person is responsible for making sure that the building is secure (checking all doors and lights as outlined above) and that the alarm is set. Failure to do this will result in disciplinary action. For their own safety and for the security of the building, no employee is to be in the building past 9:00PM. Any exceptions to that expectation must be cleared through the Executive Director in advance.

### **Weekends:**

Teachers will be able to access the building on weekends from 6:00AM-6:00PM. Failure to secure the building as outlined above will result in disciplinary action.

### **Holidays and Extended Breaks:**

Teachers are discouraged from coming in on observed holidays or extended breaks as this creates an undue liability on the school and puts the building at risk. Those who wish to enter the building on holidays or extended breaks must have advance permission from the Executive Director. Failure to notify the Director and/or to secure the building and set the alarm will result in disciplinary action.

### **Summer Vacation:**

All part-time employees with keys will turn them in at check-out at the end of the school year and will be re-assigned to them when they are scheduled to return to work the following school year unless approved by administration. Teachers wishing to enter the building during the summer break must come during office hours (9:00AM-3:00PM) when an administrator or custodian is present.