



SECURITY POLICY

It is a policy of West Branch School to have the front door security system enabled to ensure the safety of our students. The following time schedule will be followed during normal operating days:

Unlocked at 8:00 A.M.	Monday – Friday
Locked at 9:00 A.M.	Monday – Friday
Unlocked at Noon	Monday – Friday (if having an outdoor lunch)
Locked at 1:00 P.M.	Monday – Friday (following recess)
Unlocked at 3:00 P.M.	Monday – Friday
Locked at 3:30 P.M.	Monday – Friday (by After School Program)
Locked at all times during the weekend to ensure the safety of our students, parents, and school.	

It is understood that for various activities taking place on school grounds the system will be disabled. It is the responsibility of the teacher and/or After School Program Director conducting that activity to secure the front door and enable the system immediately upon returning to the building.

Children will not be permitted to interact with the security system. An adult with knowledge of the system is permitted to lock/unlock the door in adherence to the above schedule.

SCHOOL KEYS ISSUED

All parents will receive a FOB Key to the school. This allows parents access to the school at any time. There will be a \$15 deposit per key required prior to parents receiving keys. All parents must report to the office for keys to be issued. Lost or stolen keys must be reported right away. A fee will be charged to replace a lost or stolen key.