



GATEWAY PREPARATORY ACADEMY

A M O N T E S S O R I C H A R T E R S C H O O L

Employee Building Access Policy

SECTION ONE--PURPOSE

Gateway Preparatory Academy provides to teachers and staff (“Employees”) access to school property and assets. Gateway Preparatory Academy provides keys and other means of access to the school building and classrooms so employees and volunteers can complete tasks related to their positions, and protect Gateway Preparatory Academy’s assets checked out to them. To ensure that all employees are responsible, the following guidelines have been established for accessing school property.

SECTION TWO--PROHIBITED ACCESS

Employees may not access the building during non-school hours, loan keys or access tools to any other person, nor use access to the building for illegal or prohibited activities. Access to the school should be for school-related purposes only. Personal use of the facilities or assets without prior written consent of the school director is prohibited.

SECTION THREE--LIABILITY

Employees must protect Gateway Preparatory Academy’s property while they use it. Employees are responsible for the actions of any person without regular access to the school to whom the employee allows access. If accessing the building outside regular school hours, employees are responsible to ensure building security. Employees are responsible for all doors and other access points if they are the last to leave. Employees may be held liable for damage, theft, or vandalism that occurs because they did not properly secure the building according to this policy.

SECTION FOUR--VIOLATIONS

Any employee who abuses the privilege of his or her access to assets or property will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

SECTION FIVE--USER AGREEMENT ON BUILDING ACCESS

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of keys and other means of building and room access. I am aware that violations of this policy may subject me to disciplinary action, including termination from employment, if applicable, legal action and criminal liability. I further understand that my use of school property may reflect on the image of Gateway Preparatory Academy to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the school. Furthermore, I understand that this policy can be amended at any time, and that keys and other means of access must be surrendered to Gateway Preparatory Academy upon termination of employment or at Gateway Preparatory Academy's request.

[Signature of employee or user] [Date]

[Employee's or user's name printed]

[Means of access provided]

Board Reviewed and Approved

November 14, 2013

November 10, 2016