

Integrated Day Charter School

Governing Board



Policy Series: 3000

Policy Number: 3515

## **Business and Non-instructional Operations**

### **Staff Use of Facilities**

#### Normal Operating Hours:

7:00 a.m. to 6:00 p.m., Monday - Friday during school calendar year.

8:00 a.m. to 4:00 p.m., M-F during school breaks (to include summer)

Use of the facilities will be as follows:

- Staff members may remain in the building beyond normal operating hours, but no later than 9:00 p.m. Exceptions to this will be made in the case of school sponsored events (IDEA meetings, Board & Committee meetings, special school/family events, etc.) that have been scheduled with the approval of the Director.
- ✓ The custodian on duty will be responsible for ensuring the building is secure and the alarm is set.
- Staff members who have been authorized by the Director will be given the security code for the alarm system and have approval to open/close the building on non-operating days. It is the staff member's responsibility to ensure the building is empty and all doors are locked prior to setting the alarm and departing the building. If multiple staff members are in the building, they must coordinate to ensure one individual accepts responsibility for security of the building.

These procedures are established to ensure the security of the school's facilities and reduce the incidents of false alarms that present a potential liability to the school.