I. PURPOSE

This policy establishes the conditions for employees having appropriate access to designated areas that require keys and/or security codes.

II. POLICY

A. Certain employees are issued keys (restroom, mechanical and/or electronic) to Athlos Academy offices and facilities.

1. These keys are never to be loaned out or given to anyone except management.
2. For each Athlos Academy classroom, office or facility, the designated personnel shall open and close the classrooms, office, or facility.
3. Closing or opening an Athlos Academy classroom or office includes turning off the lights, any electrical equipment, and locking windows and doors.

B. Certain employees will also be issued alarm codes to Athlos Academy offices and facilities with a personal code that identifies each employee.

1. This alarm code will change at intervals determined by designated Athlos Academy administration.
2. It is the responsibility of the employee to learn procedures from their supervisor for arming and disarming the alarm when entering and leaving Athlos Academy facilities.
3. False alarms are to be reported to local authorities and Athlos Academy administration to avoid penalty fees.
4. Employees should take great care to protect themselves whenever entering or leaving the site buildings before and after school hours.