



Key Card Entry Procedures

H.M. JACKSON HIGH SCHOOL | STAFF MEETING | DECEMBER 12, 2018



Goals for today...

- ▶ You will pick up your new identification badge
- ▶ You will be able to:
 - Identify the **location of the key card entry areas**
 - Explain the differences between the **various schedules for automatic locking doors**
 - Explain the purpose and procedure for the **portable key cards**
 - Explain the steps to take when:
 - a staff id badge is lost or stolen
 - a portable key card is lost or stolen
- ▶ We will collect additional questions to develop a FAQ for staff reference

Background

- ▶ Over the summer, Jackson was one of seventeen schools in the district to have electronic locking keyless entry doors installed. These will allow us to keep our **exterior doors locked during the school day** but with the flexibility of having several doors automatically unlock during passing periods and lunch times according to a pre-programmed bell schedule appropriate for each day.
- ▶ Similar to how most hotel rooms are accessed these days, staff will enter the building using their district ID badges at one of seven different key card entry points. The teachers in the portables will have extra key cards for students to enter the main building to use the restroom or to visit the main office, counseling office, health room, etc.

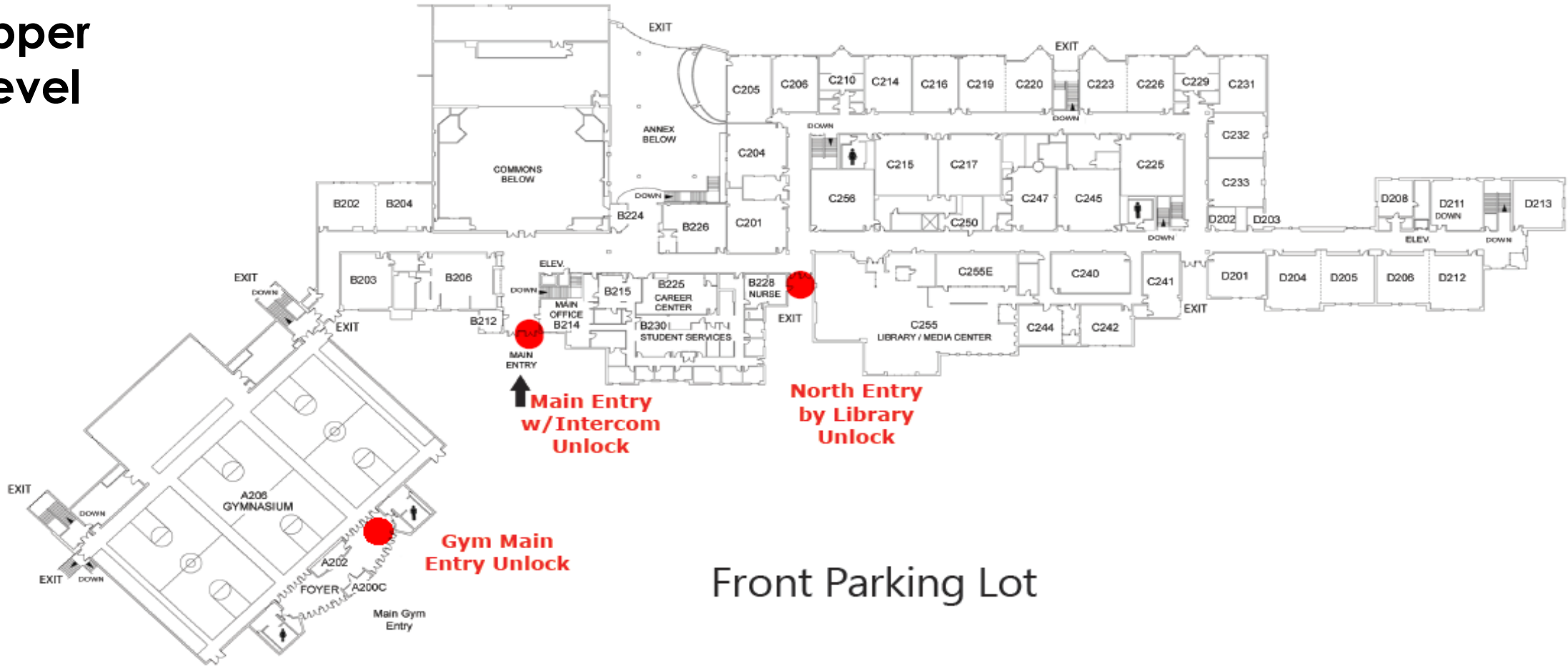


Perspective

- ▶ Although this new system has limits in terms of prevention, our building will be **more secure** during the school day than at any other time in JHS history
- ▶ We will need to continually be open to finding a **balance between security and a welcoming environment**

Location of the key card entries

Upper Level



100

Lower Level

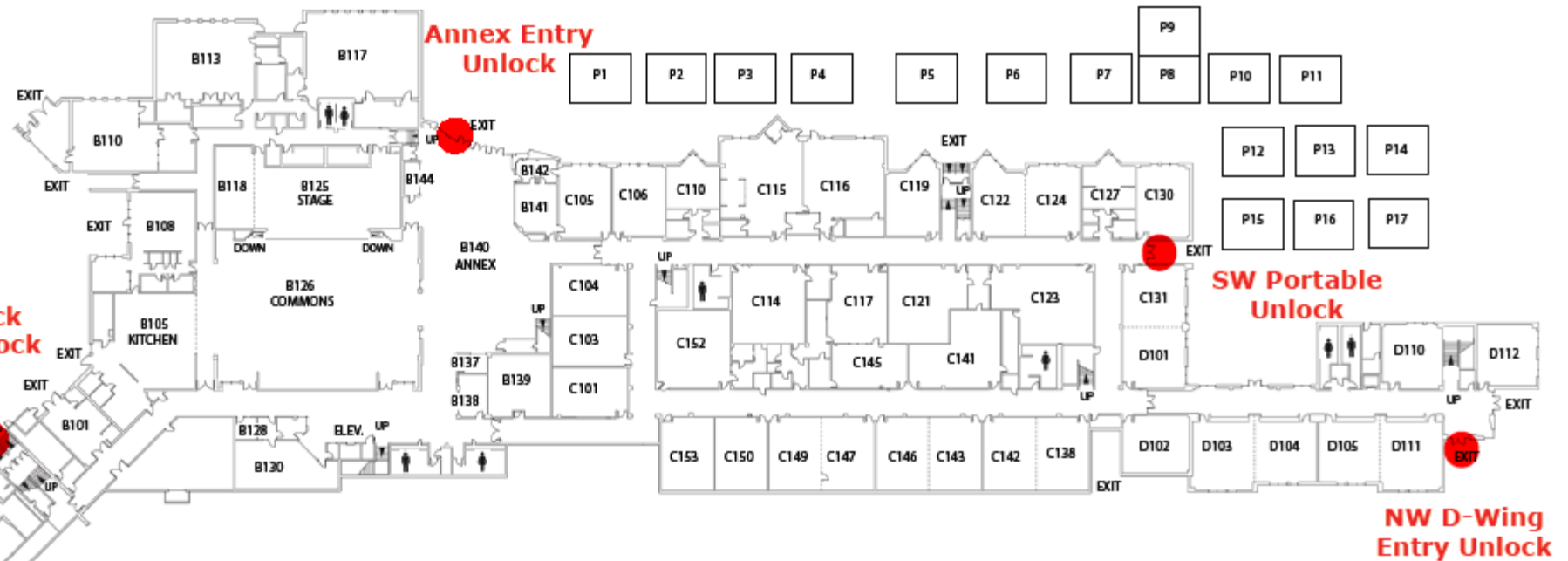
The floor plan shows the following rooms and areas:

- B113, B117, B110, B118, B125 STAGE, B144, B140 ANNEX, B142, B141, C105, C106, C110, C104, C103, C101, C152, C153, C154
- B108, B105 KITCHEN, B126 COMMONS, B137, B139, B138, B128, B130, B101, B109 WOMEN'S LOCKER ROOM, A106 WEIGHT ROOM, A104 MEN'S LOCKER ROOM, A107
- EXIT, UP, DOWN, ELEV. UP, P1, P2, P3

Two red dots indicate unlock locations:

- Gym Back Entry Unlock** (located near B101 and B109)
- Annex Entry Unlock** (located near B140 ANNEX and B144)

Front Parking Lot

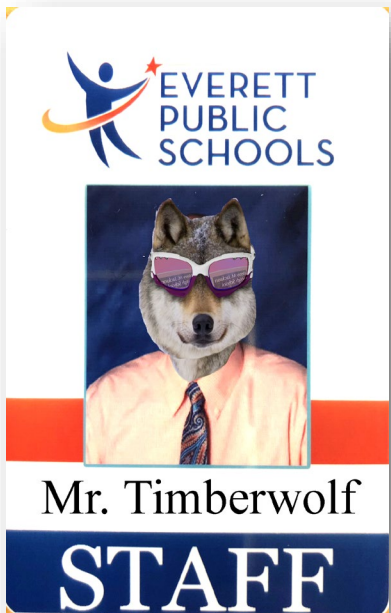


Lockdown Buttons



- ▶ There are **two** lockdown button locations - **Main Office & Security Office**
- ▶ When pressed, all of the electronic doors will lock automatically
- ▶ The schedule for the day will be disabled until the system is manually reset

Staff Identification Badges



- ▶ Think of them like “keys”
- ▶ They will unlock any of the key card entry doors when held close to the sensor
- ▶ You will have 5 seconds to enter
- ▶ You will use a Sonitrol code after hours and on weekends
- ▶ Badges for staff who have a pre-determined need to be in the building on weekends are activated for 24 hours/day, 7 days/week
- ▶ Badges for all other staff are activated school days only from 6:00 am-5:00 pm

Staff ID badge – lost or stolen?

- ▶ You must wear your staff ID badge at all times during the school day
- ▶ Remember, your badge acts like a key
- ▶ If your badge goes missing, you have a responsibility to notify Sukawt or admin promptly via text or email!
- ▶ Your badge will immediately be deactivated to prevent unauthorized use
- ▶ If it turns up within a week it will simply be reactivated
- ▶ If it is missing for more than a week, you will need to obtain another from Human Resources
- ▶ The replacement cost is \$20 – it is generally the employee's responsibility

Portables & Office Areas - Limited student access cards

Because of the portables, there are a number of scenarios that necessitate several types of student key cards:



- ▶ **RESTROOMS** – Each portable will have a key card that will be attached to the monthly pass for restroom use
- ▶ **NON-RESTROOM BUILDING ACCESS** – Students will need to enter the building from the portables to see their counselor, visit the health room, meet with an administrator, sign out at attendance for appointments, etc. Each portable will have a key card for this purpose
 - ▶ The “buddy system” will be encouraged so that the key card is immediately returned to the portable
- ▶ **OFFICE ASSISTANTS** – Students working in the office areas will use a designated key card to be able to re-enter the main building after delivering a pass to the portables
- ▶ Student cards are activated from **7:00 am – 4:00 pm on school days only** (district-wide)

Student Access Card – lost or stolen?

- ▶ Remember, a student access card is essentially a **KEY** to the building
- ▶ Portable teachers and office staff are responsible to account for each of their student access cards EVERY DAY
- ▶ If a student access card goes missing, you are responsible to notify Sukawt or an admin immediately!
- ▶ The card will immediately be deactivated to prevent unauthorized use
- ▶ If it turns up at any time, it will be reactivated – if you find one, turn it in to Main Office
- ▶ The portable (or respective office area) will receive a backup card to facilitate student access
- ▶ The replacement cost for the school is \$20 to replace the student access cards – thank you in advance for your vigilance!



Door lock schedules

- ▶ Every exterior non-key card entry door will remain locked during school hours
- ▶ **KEY CARD ACCESS DOORS** will lock/unlock automatically according to the following schedules:
 - ▶ **Gym foyer & Gym back entry** doors will remain locked during school hours
 - ▶ **Lower D-Wing & North entry by library (closest to the office)**
 - unlock at 7:00 am / lock at 7:30 am – will remain locked until next school day
 - ▶ **Southwest Portable entry** (by Bridget Shee's and Marisa Cundy's rooms)
 - unlock at 7:00 am / lock at 7:30 am
 - unlock during each 5 minute passing period / re-lock during class time
 - unlock at 2:05 pm / lock at 2:30 pm – will remain locked until next school day



Door lock schedules – *beginning 12/14*

► KEY CARD ACCESS DOORS (*continued*)

► **Annex door**

- unlock at 6:45 am / lock at 7:35 am
- unlock during each 5 minute passing period / re-lock during class time
- unlock during lunches / re-lock during class time
- unlock at 2:05 pm / lock at 2:45 pm – will remain locked until next school day

► **Main entry**

- unlock at 6:05 am / lock at 7:40 am
- unlock during each 5 minute passing period / re-lock during class time
- unlock during lunches / re-lock during class time
- unlock at 2:05 pm / lock at 2:45 pm – will remain locked until next school day

► Custodians will unlock keyed doors for designated facility use (as they currently do)

Video Intercom - Main Entry



- ▶ During school hours, visitors will be able to access the building through the main entrance located by the flagpoles
- ▶ Because the doors will be locked, all visitors will need to be “buzzed in”
- ▶ To do this, they will need to press the intercom button located on the pillar near the main entrance doors to the right
- ▶ Security or office personnel will communicate through the built-in speaker and will provide directions
- ▶ During times of higher volume entry needs, security staff will hold the door open (i.e. for Sno-Isle/NJROTC students, returning from fields trips, etc.)
- ▶ Once buzzed in, visitors will sign in at Main Office as usual
 - Reminder to still gain approval for guest speakers and communicate to the office in advance when they are to be visiting your class



Communication

- ▶ General information to the JHS community was included in the December T-Wolf Newsletter, past PTSA meetings, and at the Coffee with the Principal event (11/29)
- ▶ The Jackson Leadership Team (JLC) was informed of general details (12/5)
- ▶ A Blackboard Connect message was sent to JHS families on Monday (12/10) explaining the new procedures to begin on Friday (12/14)
- ▶ Info to students is included in daily announcements Wed & Thurs of this week
- ▶ A Blackboard Connect message will be sent as a reminder on Thursday evening

Frequently Asked Questions

FAQ

Will I have to turn in my exterior door key?

- ▶ No, staff will be allowed to keep the “common key” (PAJ-1) since it opens common area doors inside the building

FAQ

Can I still enter the building using my exterior door key?

- ▶ For now, yes – but eventually, the exterior locks will be replaced and your “common key” will only work indoors

Frequently Asked Questions

FAQ

What if I am meeting with a student after 2:45 in one of the portables - how will the student re-enter the main building if needed?

- ▶ We are encouraging portable teachers to use the “buddy system” whenever possible with a student access card to enter the main building
- ▶ If another student is not available, the teacher may need to assist the student with access to the main building if needed

FAQ

Am I allowed to let a student in from the outside during class time?

- ▶ Our goal is to teach students to enter the building through the designated entrances... that being said,
 - The school has had open doors since 1994 - a short transition is to be expected, and consistency over time is what will help shape the culture we want
 - Teachable moments are important – similar to what we’ve done to change the culture of hall pass use and hallway closures during lunches

Other questions?

Please email your questions to Michelle Renee and Sukawt, and we will add them to a FAQ sheet for all staff to reference... ***Thank you!***