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Book	Policy Manual
Section	700 Property
Title	Building Security
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Purpose

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys or access cards to school properties.

The Superintendent or designee shall determine who is entitled to authorized access to district building(s) and who may have after hours access to district facilities.

Guidelines

After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked.

Access to school buildings and grounds shall be established in accordance with the following guidelines:

Unlimited Access

1. Superintendent and Assistant Superintendent, if applicable.
2. Board Secretary.
3. Supervisor and Assistant Supervisor of Buildings and Grounds, if applicable.
4. School Police Officer.

5. Athletic Director**Limited Access**

1. Building principals to assigned building.
2. Assistant principals to assigned building.
3. ~~Head of~~ Building custodians to assigned building.
4. Extracurricular sponsors or supervisors for their area or activity.
5. Director of Management, Information & Technology.
6. **Central Office Administrators assigned to all buildings.**
7. **Secretaries assigned to building.**
8. **Business Manager assigned to building.**
9. **School Nurses assigned to all buildings.**
10. **School Board Members assigned to Administration Building.**

A log of employees with access codes and building keys or access cards shall be maintained in the office of the Superintendent or a designee.

Each building principal shall maintain a log of building employees with access codes and building keys.

A set of master and/or duplicate keys or access cards shall be kept in the custody of the Superintendent or designee and maintained in a safe and secured location.

After hours entry to school buildings shall be controlled by the custodian on duty.

Entry to a school building shall be prohibited when a person authorized as a district representative for the building is not present.

Last Modified by Michele Bloch on November 15, 2018