

OLD FORGE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: November 29, 1985

REVISED: May 15, 2002

709. BUILDING SECURITY	
1. Purpose	The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.
2. Delegation of Responsibility	<p>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 to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to building(s) keys and who may have after hours access to district facilities.</p>
3. Guidelines	<p>After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked.</p> <p>Access to school buildings and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none">1. Superintendent.2. Board Secretary.3. Supervisor of Buildings and Grounds.4. Head custodian.5. Athletic Director.6. School Board members, through the Superintendent.

Limited Access

1. Building principals to assigned building.
2. Assistant principals to assigned building.
3. Head building custodians to assigned building.
4. Extracurricular sponsors or supervisors for their area or activity.

Possession of keys by personnel shall be in accordance with the following guidelines:

1. A log of key assignments shall be maintained in the Superintendent's or a designated office.
2. Duplicate keys shall be maintained in a safe or a secured box.
3. Individuals assigned keys may not duplicate or lend them.
4. All keys must be surrendered when no longer needed or upon request of the Superintendent or designee.
5. Loss of a key must be reported immediately to the Superintendent or designee.
6. Overnight key loans may be made by request to the Superintendent or designee.
7. Use of keys for unauthorized purposes will result in surrender of keys.
8. A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee.

After hours entry to school buildings shall be controlled in accordance with these guidelines:

1. The building custodian on duty shall restrict entry to one controlled point.
2. All persons entering a school building after hours, except for organized activities, shall sign a log indicating: name, time of entry, reason for entry, and time of departure.
3. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

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