SCHOOL SECURITY

A. Definitions

1. **"Access"** means free and unimpeded entry to the public areas on school premises. Access does not include entry to:

   a. Areas that are the private domain of individuals, such as an individual's office, closets, and filing cabinets, or

   b. Areas in which pupil instruction is being carried on, without the express permission of the Principal or the teacher in charge.

2. **"School premises"** means all school buildings, all school grounds, and any structures on school grounds.

B. Access to School Premises

1. Access to school buildings and grounds during the school day will be permitted to all pupils enrolled in the school, all school staff members, and visitors pursuant to Policy No. 907-School Visitors.

2. Access to school buildings and grounds before and after the school day will be permitted to:

   a. Members of the Board of Education;

   b. The Superintendent, Board Secretary, Supervisor of Buildings and Grounds, and Head Custodian;

   c. The building principal and other administrative staff members;

   d. Staff members in the performance of their professional responsibilities;

   e. Pupils involved in interscholastic athletics, co-curricular, and extra-curricular activities and authorized spectators;

   f. Members of organizations granted the use of school premises pursuant to Policy No. 706-Use of School Facilities;

   g. Police officers, fire fighters, health inspectors, and other agents of state and local government in the performance of their official duties; and

h. Members of the public present to attend a public Board meeting.

3. All visitors to school buildings during the school day will be required to register their presence in the school office, pursuant to Policy No. 907-School Visitors.

4. All persons who enter school buildings when the school office is closed must sign a school log, maintained outside the school office. The log will record:

   a. The person's name and, if appropriate, title;

   b. The date and time of entry and exit;

   c. The reason for the person's entry.

5. Signs will be conspicuously posted to inform visitors of the requirements of ¶B3 and ¶B4.

C. Building Security

1. Entrances to school buildings shall be kept locked when the school office is closed, except for those entrances required for the access of authorized persons.

2. The building principal shall recommend to the Superintendent the installation of any special protective device to guard against illegal entry and/or vandalism.

D. Keys to School Buildings and Facilities

1. Staff members and school officials will be provided with keys as follows:

   a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility(ies) to which they require access for the performance of their professional duties.

   b. The building principal and foreman of custodians will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.

   c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.

d. The Superintendent and any designee will be provided with a set of all master keys.

2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.

3. Possession and/or use of a key to school premises by a district employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.

4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the Director of Building & Gounds. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.

E. Staff Member Responsibilities

1. All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members or pupils.

2. A valuable item brought to school by a pupil should be placed in the school office under lock and key and a written receipt given to the pupil. The pupil's parent(s) or legal guardian(s) will be requested to retrieve the item from the school office. The parent(s) or legal guardian(s) may be requested to provide adequate identification before the item is released. The parent(s) or legal guardian(s) to whom a valuable item is released will sign a receipt, which will be maintained by the Principal.

3. Teaching staff members shall:

   a. Close classroom windows and shut and lock classroom doors when leaving at the end of the school day,

   b. Shut and lock classroom doors during the school day when the room is empty,

   c. Report immediately to the Principal any evidence of tampering or theft.

4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom,

and building doors are shut and locked, except as such doors may be required to be open for the purposes of authorized persons.

5. Office personnel shall take all reasonable precautions to ensure the security of records and documents against unauthorized access, deterioration, and destruction.

   a. Petty cash funds and records will be secured daily in accordance with Policy 614-Petty Cash.

   b. Board minutes will be secured in accordance with Bylaw No. 062-Board Meeting Tapes.

   c. Financial records and books of account will be secured.

   d. Pupil records will be secured in accordance with Policy No. 514 and Regulation No. 5140 – Pupil Records.

   e. Personnel records will be secured in accordance with Policy No. 327 and 413 and Regulation No. 3270 and 4130 – Personnel Files.

F. Summoning the Police

1. The local law enforcement agency will be summoned promptly whenever evidence is discovered that indicates

   a. A crime has been committed on school premises or in the course of staff or pupil transportation to or from school,

   b. A break and entry has occurred on school premises,

   c. A deadly weapon is on school premises, or

   d. A breach of the peace has occurred on school premises.

2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Date Adopted: 2/28/06
Date Revised: