

ECA – BUILDINGS AND GROUNDS SECURITY

The Board requires and encourages close cooperation with local police and fire departments, and with insurance company inspectors.

Records and funds will be kept in a safe place and under lock and key when required.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established which will allow access to buildings to authorized personnel only.

School buildings will be closed and locked after the last school activity has concluded each day. A building being used by an authorized school or community group in the evening, or on non-school days, will be opened for such activity and secured again after its conclusion.

No unauthorized person or group will be granted access to a secured building by any employee. Authorization may be granted only by the Board, by the Superintendent and his/her staff, and by the School Principal.

All classroom and office windows and doors are to be locked when teachers and school staff leave for the day.

In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary. The School Principal is responsible for enforcing this policy.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Personnel Handbook)

APPROVED/REVISED: June 14, 2007, August 20, 2009

PREVIOUS POLICY: None.