

ECAB – ACCESS TO BUILDINGS

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. Keys shall not be loaned to anyone and under no circumstances shall school employees have extra keys made unless specifically authorized to do so by the Superintendent or School Principal. Violation of this policy could result in disciplinary action or possible dismissal.

Keys will be given to the fire department and police chief for use in cases of emergency at times when the buildings are not occupied.

Athletic and extracurricular staff members are responsible for locking doors and checking to see that all students are out when practice, games, or extracurricular activities are over.

No vendor, contractor or delivery person will be given keys to school buildings. Contractors who must work at times other than during the hours when a custodian is on duty must apply to the facilities manager to make arrangements. Exceptions to this policy may be granted by the Business Manager.

No facilities use applicant will be given keys to school buildings. Applicants who must access the school building(s) at times other than during the hours when a custodian is on duty must apply to the School Principal to make arrangements. Exceptions to this policy may be granted by the Business Manager. Applicants found to be issuing key(s) to unauthorized people and/or duplicating key(s) will be denied future access to school facilities and be held responsible for costs to install new locks.

Combinations to vaults and/or safes shall be changed each time there are changes in personnel who have had the combinations. All equipment shall be stored in as safe a place as possible and employees must avoid leaving equipment and supplies where they are readily accessible to others.

Classroom windows and doors are to be locked when the teacher leaves the building. Any employee using the building in the evening or on weekends must be certain doors are locked after entering and upon leaving.

No exit doors shall be chained at any time whether or not the building is occupied. Principals, custodians, and other responsible persons must be certain that all accessible exits are operable whenever a building or portion of a building is in use. However, approved security bars or devices may be used to secure outside doors when school is not in session.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Personnel Handbooks)

APPROVED: June 14, 2007

PREVIOUS POLICY: September 25, 2000 “Access to Buildings”