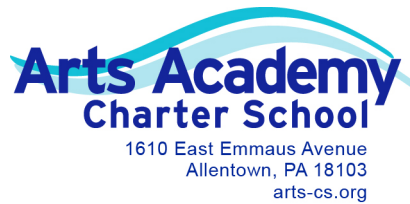


Adoption Date:	05/18/2015
Revision Date(s):	



Board Policy 5.1

Building Security

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

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

Access to Buildings and Facilities

The Executive Director or designee shall determine who is entitled to building keys/access codes and who may have after-hours access to school facilities. Access to school buildings and grounds with school-provided keys and/or access codes shall be established in accordance with this Policy.

All employee access, as granted through this Policy and specific permissions granted by the Executive Director or designee, shall be limited to the areas/locations necessary to perform the employee's duties and/or the tasks assigned by the Executive Director or designee.

General Access

These following individuals are authorized to access the building at any time necessary to conduct school-related business, for safety/security reasons and/or perform an inspection of the school:

- Executive Director
- Building Principal
- Business Manager
- Building Manager
- Designated Safety Committee Member

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Limited Access

The following individuals, if provided with keys/access codes, may use such keys/access codes to access the buildings/facilities only during school hours, during school-sponsored events in which they are performing a school-related duty, and/or during specific times outside the school day, as designated by the principal and/or Executive Director, during which they must access the building to perform school-related duties:

- Teachers
- Support Staff
- Maintenance/Custodial Staff
- School Administration Not Include on the “Unlimited Access” List, Above
- All other employees not listed above

Law Enforcement/Police Services

The police departments of each community in the school offer valuable services to the schools of this school. Administrators shall be authorized to utilize police services when deemed necessary in the educational program.

Violations of law committed on school property are not exempt from prosecution, and all employees of the school shall be encouraged to cooperate with local police officials in the performance of their duties. Administrators shall be encouraged to contact local police officials for law enforcement when circumstances are warranted.