

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED:

REVISED:

	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 swipe cards to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to building(s) swipe cards and who may have after hours access to district facilities.</p>
3. Guidelines	<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. Maintenance Supervisor. <p><u>Limited Access</u></p> <ol style="list-style-type: none"> 1. Building principals to assigned building. 2. Extracurricular sponsors or supervisors for their area or activity.

	<p>Possession of keys by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none">1. A log of swipe card assignments shall be maintained in the Superintendent's or a designated office.2. Individuals assigned swipe cards may not duplicate or lend them.3. All swipe cards must be surrendered when no longer needed or upon request of the Superintendent or designee.4. Loss of a swipe card must be reported immediately to the Superintendent or designee.5. Use of swipe cards for unauthorized purposes will result in surrender of swipe card.6. A set of master and/or duplicate swipe cards shall be kept in the custody of the Superintendent or designee. <p>After hours entry to school buildings shall be controlled in accordance with these guidelines:</p> <ol style="list-style-type: none">1. The building custodian on duty shall restrict entry to one controlled point.2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present. <p><u>School Entrances</u></p> <p>To better monitor individuals entering the school building and to improve security for students and staff, the doors to the school building will be locked to possible entrance during the school day, with certain stated exceptions, such as the main entrance.</p> <p>All doors to the school are equipped with panic bars, thus allowing free and easy exit from the building at all times.</p> <p>These rules shall be prominently posted on each school building.</p>
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