

## BUILDING AND GOUNDS SECURITY

Buildings and grounds of the school district constitute on of the greatest investments of the school district. It is deemed in the best interest of the district to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The School Committee requires and encourages close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to building by unauthorized persons.

Funds and valuable records shall be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

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Effective date: December 7, 1993

SANFORD SCHOOL DEPARTMENT