

NORTHERN LEBANON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: May 12, 1987

REVISED: September 9, 1993

	<p style="text-align: center;">709. BUILDING SECURITY</p> <p>1. Purpose The Board recognizes the need to maintain security of school facilities for reasons of vandalism, theft, and occupant safety. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.</p> <p>2. Authority The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building(s) keys and who may have after hours access to the facilities of this district.</p> <p>3. Delegation of Responsibility Access to school buildings and grounds may be established by the Superintendent in accordance with the following:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none"> 1. Central Office Personnel. 2. Supervisor of Buildings and Grounds. 3. Supervisor of Support Services. <p><u>Limited Access</u></p> <ol style="list-style-type: none"> 1. Building principals to their assigned building. 2. Head building custodians to their assigned building. 3. Extracurricular sponsors or supervisors for their area or activity. <p><u>Possession of keys</u> - shall be in accordance with the following principles:</p> <ol style="list-style-type: none"> 1. A log of key assignments shall be maintained by the Supervisor of Buildings and Grounds.
--	---

<p>4. Occupants Safety Procedures</p>	<ol style="list-style-type: none">2. Duplicate keys unassigned shall be maintained in a safe or a secured box.3. Individuals assigned keys may not duplicate or loan them.4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent.5. The loss of a key must be reported to the Supervisor of Buildings and Grounds.6. A set of master keys and/or duplicates of keys shall be kept in the custody of the Supervisor of Buildings and Grounds.7. After hours entry to school buildings shall be restricted to one controlled point. <p><u>Personal Valuables and Money in School Buildings</u></p> <ol style="list-style-type: none">1. All items deemed necessary to carry on any approved educational program or any other approved program of the school district will be furnished by the school district, to students, employees, and to those other personnel using school facilities under rules and regulations established by the Board.2. The school district shall not be responsible for the personal property of pupils, employees, or other personnel using the school facilities.3. Articles of clothing, jewelry, money, and any other items of a personal nature or constituting personal property such as radios, eyeglasses, etc., shall be the responsibility of the student, employee, or person while he or she is in the school facility or on school property.4. The school district shall provide reasonable safeguards for the protection and safe keeping of personal property which may be brought on the premises. <ol style="list-style-type: none">1. All outside doors shall remain locked except for the main entrance doors. This means all visitors must enter the building via the main entrance.2. Staff members required to re-enter the building after gym classes, or activities will need to schedule for these details.
---------------------------------------	--

3. Sign in, sign out register

- a. All visitors entering the building via the main entrance will proceed to the office, sign in, state purpose of visit, and obtain a visitor's badge.
- b. Upon leaving the building, the visitor will turn in the visitor's badge and sign out. The visitor will also depart from the main exit.