

## **BUILDINGS AND GROUNDS SECURITY**

School district buildings constitute one 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 Board requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Records and funds shall be kept in a safe place and under lock and key when required.

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 buildings by keys in the hands of unauthorized persons.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

A building being used by an unauthorized school or community group in the evening, or on non-school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the School Board, by the Superintendent of Schools and his/her staff, and by the principal of the school.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

The building principal is responsible for enforcing this policy.

Adopted by the Bartlett School Board – October 5, 1982  
Reviewed by Bartlett Board – October 3, 1995