



Section PROPERTY

Title BUILDING SECURITY

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

709. BUILDING SECURITY

I. Purpose

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

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.

3. Delegation of Responsibility

Access to school buildings and grounds may be established by the Superintendent in accordance with the following:

Unlimited Access - the Superintendent and Maintenance I employes.

Limited Access

Building principals to their assigned building.

Head building custodians to their assigned building.

Extra-curricular sponsors or supervisors for their area or activity.

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Possession of keys shall be in accordance with the following principles:

A log of key assignments shall be maintained by the office of the Superintendent or other designated office.

Duplicate keys unassigned shall be maintained in a safe or a secured box.

Individuals assigned keys may not duplicate or loan them.

All keys must be surrendered when there is no longer a need or upon request of the Superintendent.

The loss of a key must be reported to the Superintendent or his/her designee upon discovery.

A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

After hours entry to school buildings shall be controlled in accordance with these rules:

The building custodian on duty shall restrict entry to one controlled point.

Building checks are to be made on Saturdays and often on Sundays, and at such other times as is necessary or required by the Superintendent. A building check shall consist of:

1. Checking all entrances and windows to the building to determine that they are secure.
2. Checking all boilers to see that they are functioning properly.
3. Checking for running water.
4. Checking internal areas--audiovisual storage, office areas, and kitchen.

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