

**BUILDINGS AND GROUND SECURITY**

The Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Student 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 school personnel whose work requires it. A key control system shall be established that will limit access to buildings to any other authorized school or community group, and will safeguard against the potential of entry into buildings by unauthorized persons.

School buildings shall be closed and locked after the last afternoon school activity except in those instances when there is continuous activity into the evening. The building will be secured at the conclusion of the evening activities.

The evening custodian will be responsible for ensuring that all windows and exterior doors are secured before exiting the building. The custodian is required to walk around the building to make sure the building is secure.

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

Authorization for entry may be granted only by the school board, by the superintendent of schools and his/her staff, or by the building administrator of the school. No unauthorized person(s) or group(s) shall be granted access to a secured building by any employee.

The building administrator is responsible for enforcing this policy, having a list of current key-holders, and authorizing access to building by non-employees.

Any person or group requesting access to the school building must have prior written authorization from the building administrator.

Adopted 2000  
Reviewed 2014

