

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: August 21, 2017

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">709. BUILDING SECURITY</p> <p>The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.</p> <p>Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to authorized access to district building(s) and who may have after-hours access to district facilities.</p> <p>Each building principal or designee shall be responsible to see that his/her assigned building is properly secured at the close of each instructional day or after any special event such as a sports contest or dramatic production.</p> <p>After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked. Access to school buildings and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none"> 1. Superintendent. 2. One Board member as designated by the Board's Finance Committee 3. Supervisor of Buildings and Grounds. <p><u>Limited Access</u></p> <ol style="list-style-type: none"> 1. Building principals to assigned building. 2. Assistant principals to assigned building. 3. Head building custodians to assigned building.
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4. Extracurricular sponsors or supervisors for their area or activity.

A log of employees with access codes and building keys shall be maintained in the office of the Superintendent or a designee.

Each building principal shall maintain a log of building employees with access codes and building keys.

A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee and maintained in a safe and secured location.

Personnel Identification Program

In order to promote a safe and secure school environment, the Superintendent or designee shall develop procedures that require all employees, student teachers, substitute teachers, contractors, visitors, and other persons who are on school related business to display identification.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 705, 907