

## BUILDINGS AND GROUNDS SECURITY

It is the policy of the district that each principal will conduct an annual inspection of their building in collaboration with the custodial staff; this annual inspection will occur each summer prior to the opening of school. Any issues will be reported to the superintendent's office.

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

Records and funds will be kept in a safe, locked location.

Access to school buildings and grounds outside of regular school hours will be limited to school personnel whose work requires it. An adequate key control system will be established to limit access to buildings to authorized personnel.

School buildings will be closed and locked after the last school activity has concluded each day.

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

A school district employee must be on school grounds during the course of the activity. A school district employee will be the only person allowed to open and close the school in the event of such an activity.

Classroom windows and doors are to be locked when the teachers leave the building.

In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.

The building principal is responsible for enforcing this policy.

***Legal References:** None*

Approved: 5/1/00

Reaffirmed: 4/17/06

Revised: 3/3/09, **1/08/2024**