

Book	Policy Manual
Section	(H) PROPERTY
Title	Policy H106 - Building Security
Code	H106
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Adopted	March 10, 1982
Last Revised	September 11, 2013
Last Reviewed	September 11, 2013

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Section: Property

I. Authority

The Joint Committee recognizes the need to maintain security of EASTERN facilities for reasons of student and staff safety. Toward this end, a program of building security shall be administered by the Director. All access to EASTERN will be controlled and supervised during the regular school day. The need for access and the safety and security of the students and staff shall be the underlying principle in determining who shall access to EASTERN property.

II. Delegation of Responsibility

The Director shall determine, in accordance with these guidelines, who will be entitled to building keys and who may have after-hours access to EASTERN'S facilities. Employees are responsible for all security items placed in their care. Incidents of illegal entry, threats, vandalism, and or theft shall be reported to the Supervisor of Career and Technical Education immediately. The Supervisor of Career and Technical Education will notify police as necessary. A report of the event will be sent to the Business office and the Director as soon as possible. EASTERN is not responsible for the personal property, money, or valuables of staff, students, visitors or contractors while on EASTERN property. All such property is the sole responsibility of the individual owner.

III. Guidelines

The Director or his/her designee shall develop procedures for implementation of a comprehensive plan for building access which include:
Notification to appropriate sending high school administrative personnel as to the changes and the effective implementation date.
Develop a procedure to notify students, parents and visitors of the building access policies.
Conduct staff development activities to enable all members of the EASTERN community to be aware and informed of our building access plan.
Notify and cooperate with local agencies, such as the police department, fire department and emergency management staff on building access.

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See also:
DP H106 - Building Security