

Timberlane Regional School District	Policy Code: ECA
Adopted: 09-15-83 Revised: 02-07-91, 10-16-08, 06-06-24	Page 1 of 1

BUILDINGS AND GROUNDS SECURITY

School District buildings constitute one of the greatest investments of the School District. It is deemed in the best interest of the District to protect the investment adequately.

Security means not only maintenance of a secured (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The School Board requires and encourages close cooperation with local police, fire departments, insurance company inspectors, and emergency medical services.

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 personnel whose work requires it. An adequate entry control system, including keys, shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

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.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the Superintendent of Schools, the principal, or their designee.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

The Superintendent and building principal are responsible for enforcing this policy.