

EPHRATA AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: August 29, 2016

REVISED:

709. BUILDING SECURITY	
1. Purpose	The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.
2. Delegation of Responsibility	<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>
3. Guidelines	<p>After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked.</p> <p>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. Assistant Superintendents 3. Business Manager 4. Director of Maintenance 5. Director of Technology 6. Director of Athletics, Student Activities, and Facilities 7. District-employed Maintenance Personnel 8. District-employed Technology Staff

9. School Resource Officer

Limited Access

1. Building principals to assigned building.
2. Assistant principals to assigned building.
3. Head building custodians to assigned building.
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.

Entry to a school building shall be prohibited when a person authorized as a district representative for the building is not present or where a keycard with specific days/times has been issued to an approved entity.

Video Monitors

The Board recognizes the district's responsibility to maintain order and discipline on school property, while respecting student and staff privacy with respect to records maintained by the district. Video surveillance will be used as a security and safety measure on school grounds and in school buildings in accordance with administrative regulations established by the district.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 000, 705, 907