

# HAMBURG AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: July 13, 2015

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 or access cards 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>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"> <li>1. Superintendent.</li> <li>2. Business Manager.</li> <li>3. Facilities Director.</li> <li>4. Assistant Superintendent.</li> </ol> <p><u>Limited Access</u></p> <ol style="list-style-type: none"> <li>1. Building principals to assigned building.</li> <li>2. Assistant principals to assigned building.</li> <li>3. Head building custodians to assigned building.</li> <li>4. Extracurricular sponsors or supervisors for their area or activity.</li> </ol>

	<p>Possession of keys by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. A log of access codes and key assignments shall be maintained in the Superintendent's or a designated office.</li><li>2. Individuals assigned access codes and keys may not duplicate or lend them.</li><li>3. All keys must be surrendered when no longer needed or upon request of the Superintendent or designee.</li><li>4. Loss of a access code or key must be reported immediately to the Superintendent or designee.</li><li>5. Overnight key loans may be made by request to the Superintendent or designee.</li><li>6. Use of access codes or keys for unauthorized purposes will result in surrender of keys.</li><li>7. 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 secure location.</li></ol> <p>After hours entry to school buildings shall be controlled in accordance with these guidelines:</p> <ol style="list-style-type: none"><li>1. The building custodian on duty shall restrict entry to one (1) controlled point.</li><li>2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 705, 907</p>
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