

BUILDINGS AND GROUNDS SECURITY

School district buildings constitute one of the greatest investments of the school district and the community. It is deemed in the best interest of the district to protect the investment adequately.

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

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 permitted upon approval of the Superintendent of Schools or designee. An adequate key control system shall be established by the Director of Facilities as approved by the Superintendent for authorized personnel.

School buildings shall be closed and locked after the last approved school or community activity has concluded. The securing of the building will be accomplished at the conclusion of such activities.

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 through the established Building Use Request process as described in Policy KF – Use of School Facilities/Community Center. Requests will be approved based on a number of factors considering, by not limited to availability of custodial staff (if required), time of day/day of the week of the building use request, and availability of the space requested. Fees may be instituted to cover the District's costs of hosting any event.

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

The building administration is responsible for enforcing this policy at the building level.

The Superintendent of Schools is responsible for enforcing this policy throughout the school system.

SOMERSWORTH

Category: Recommended

ECA

Related Policy: KF

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District Policy History

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