

**PELHAM SCHOOL DISTRICT POLICY
ECA – BUILDINGS AND GROUNDS SECURITY**

Category: Recommended

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 limited to personnel whose work requires it. An adequate key control system 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 Board, by the Superintendent and his/her staff, and by the Principal of the school.

Detailed security regulations are available at the central office.

The building principal is responsible for enforcing this policy.

District Policy History:

Adopted: June 07, 2006

Revised: November, 1999

Revised: July, 1998