

ECA

Pittsfield School District

BUILDINGS AND GROUNDS SECURITY

The Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Exterior doors will be locked while school is in session. Public may be admitted to the schools while school is in session utilizing the buzz-in system upon verification of identity and legitimate need for entry is made by office staff.

Records and funds will be kept in safe, locked locations.

Access to school buildings outside of regular school hours will be limited to school personnel whose work requires it and to authorized school or community groups for whom permission has been granted by the dean of operations.

An adequate key control system will be established to limit access to buildings to authorized personnel. Keys issued to school personnel shall not be loaned to anyone and under no circumstances shall school employees have extra keys made unless specifically authorized to do so by the superintendent or dean of operations.

School buildings will be closed and locked after the last school activity has concluded each day. Classroom windows and doors will be locked when teachers leave the building. Any employee using the building in the evening or on weekends must be certain that doors are locked after entering and upon leaving.

No exit doors shall be chained at any time, whether or not the building is occupied. The dean of operations, custodians, and other responsible persons are responsible for ensuring that all accessible exits are operable whenever a building is in use. Approved security bars or devices may be used to secure exterior doors when school is not in session.

In addition to this policy, the superintendent is charged with establishing further safety and security provisions as may be necessary. The building principal is responsible for enforcing this policy.

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