

SOUTHERN FULTON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: June 25, 2013

REVISED:

	<p style="text-align: center;">709. BUILDING SECURITY</p> <p>1. Purpose Our buildings and grounds constitute one of the greatest investments of the school district. It is in the best interest of pupils and taxpayers to protect this investment adequately.</p> <p>The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals and Facilities Manager. The need for access shall be the underlying principle in determining who shall have keys and administered by the Facilities Manager for access to school properties.</p> <p>2. Authority The Administration shall determine, in accordance with these guidelines, who will be entitled to building(s) keys and who may have after hours access to the facilities of this district.</p> <p>3. Delegation of Responsibility Access to school buildings and grounds may be established by the Administration in accordance with the following:</p> <ol style="list-style-type: none"> 1. Unlimited Access: <ol style="list-style-type: none"> a. Superintendent. b. Facilities Manager. 2. Limited Access: <ol style="list-style-type: none"> a. Building principals to their assigned building. b. Head building custodians to their assigned building. c. Extracurricular sponsors or supervisors for their area or activity.
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<p>4. Guidelines</p> <p>SC 777</p>	<p>Possession of keys shall be in accordance with the following principles:</p> <ol style="list-style-type: none">1. A log of key assignments shall be maintained by the office of the Facilities Manager or other designated office.2. Duplicate keys unassigned shall be maintained in a safe or a secured box.3. Individuals assigned keys may not duplicate or loan them.4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent, Athletic Director, Principal or Facilities Manager.5. The loss of a key must be reported immediately to the Superintendent or Facilities Manager upon discovery.6. Overnight key loans may be made by request to the Superintendent or Facilities Manager.7. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.8. A set of master keys and/or duplicates of keys shall be kept in the custody of the Facilities Manager or his/her designee. <p>The building custodian on duty shall restrict entry to one controlled point.</p> <p>Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.</p> <p><u>Loitering Or Causing Disturbance</u></p> <p>The buildings, grounds and facilities of the district are available to the residents of the district for specific educational and recreational purposes. Persons who loiter in the buildings or on the grounds or other facilities, without appropriate reason within the context of this policy, interfere with the normal conduct of school affairs, jeopardize the security of school property and will be guilty of criminal trespass.</p>
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<p>Pol. 707</p>	<p><u>Use Of Buildings And Grounds</u></p> <p>All school building use, other than the regularly scheduled school programs, must be approved through the rental policy, except in those situations requiring Board action. Any person who enters or gains entrance by subterfuge or surreptitiously remains in any school building or other structure of the district may be charged with criminal trespass.</p> <p>Playgrounds, tennis courts, baseball fields, track and field areas that are made available to residents of the district, when not in use for scheduled school activities, are considered closed at dark and must be vacated.</p> <p>Parking lots, parking areas and roadways on district owned property are closed at dark to auto traffic other than the traffic involved with a school sponsored activity.</p> <p>School officials shall request the assistance of local and state policy in enforcing the above policy.</p> <p>The Board Secretary shall be empowered to sign prosecutions for trespassing on school property in proper and reasonable cases.</p> <p>If any person shall willfully or maliciously break into, enter, deface or write, mark or place any obscene or improper matter upon any building of the school district or other building used for school purposes; or shall deface, injure, damage or destroy any school furniture, books, paper, maps, charts, apparatus, other property contained in any school building; or shall injure, damage or destroy any shade-trees, shrubbery, fences or any other property of any kind upon any school grounds or upon any school playground, such person shall be subject to criminal prosecution according to the Pennsylvania Crimes Code. In addition to any other penalty prescribed by law, upon conviction in violation of this subsection, the person may be ordered to compensate the school district for any damages it sustained as a result of the person's unlawful conduct.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 777</p> <p>Board Policy – 707</p>
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