

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: October 14, 1991

REVISED: September 14, 1992

709. BUILDING SECURITY	
1. Purpose	Building security is a district priority. The buildings are being used by school personnel and community members for an increased number of activities. Also, there are greater numbers of electronic equipment purchased for schools such as VCRs, computers, tape recorders, projectors, TVs, etc.
2. Guidelines	<p>In order to insure the safety of our students, employees, equipment and buildings, it is necessary to establish appropriate guidelines for security.</p> <ol style="list-style-type: none"> <li>1. All keys issued for each building are the primary responsibility of the building principal. The administration building keys are the responsibility of the Business Manager. All maintenance sheds and athletic storage areas are the responsibility of the Building &amp; Grounds Supervisor and the Athletic Director. Keys will not be issued or loaned to nonemployees or students.</li> <li>2. Clearance for the use of these facilities is to be cleared through the appropriate administrator responsible for the building and the Supervisor of General Services, if the facility is contracted for rental usage.</li> <li>3. The Recreation and Parks Director must clear the use of the building through the appropriate administrator and the Building and Grounds Supervisor to allow for proper custodial services.</li> <li>4. All keys are to be collected from all faculty and employees at the end of the school year and be reissued in the fall of the year. An employee who has lost his/her key(s) will be charged the amount to re-key the office building or area. These charges are not to exceed one day's pay for the employee.</li> <li>5. Keys and I.D. cards are to be collected from all individuals resigning or retiring from a teaching, coaching or support position. This is the responsibility of the building administrator.</li> </ol>

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<p>Pol. 317, 417, 517</p>	<ol style="list-style-type: none"><li>6. The last teacher in any classroom is responsible for locking all windows and doors. Custodians will make a building check and report any unlocked windows and doors to the principal.</li><li>7. School principals are to establish one door for entrance to the building by school personnel on nonschool hours. Only one door is to be used by students for their activity. Students are not to be permitted to roam the building.</li><li>8. All advisors, coaches, and/or teachers overseeing an activity are responsible to see that all students remain in the proper area and leave by the same door they entered. The administrator in charge is to make sure the building is secure after all students have entered and when all students leave. In other words, the appropriate adult will be the first to enter and the last to leave.</li><li>9. Custodians in each building and assigned to special activities will insure that all doors are properly opened with each activity scheduled. Immediately following the school day or when an activity is over, the building is to be secured. The custodian will call on the principal, Athletic Director or advisor for any assistance with students or adults remaining in the building.</li><li>10. Security checks will continue in all buildings on weekends by the Building and Grounds Supervisor. Security checks will be made of all windows and doors both in the a.m. and p.m. on Saturdays and Sundays. The evening security check is to be completed after the last scheduled activity is concluded. Reports are to be made of any open windows or doors.</li><li>11. Unscheduled or unauthorized activities are to be reported to the police immediately with a report to the building principal and Superintendent.</li><li>12. Any employee not in compliance with this policy will be subject to disciplinary procedures based on progressive discipline for infractions which include, but are not limited to - warnings, written reprimands, loss of privileges, or suspension with or without pay. Depending on the severity of the neglect, any level of discipline may be imposed including dismissal.</li></ol>
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