

BUILDING AND GROUNDS SECURITY

Building Security

The superintendent or designee will ensure that all district buildings are secured at all times. The principal or designee of each school building will ensure that all doors other than the main entrance are secured during the school day.

All doors will be secured after regular business hours unless there is an activity scheduled. During a scheduled activity, the portions of the building not used for the activity will be secured to the extent possible.

The building administrator will designate employees responsible for locking, unlocking and regularly monitoring the doors. Teachers will be responsible for securing windows and doors in their classrooms. It is essential that all district employees and volunteers maintain security in district buildings, enforce building access rules, and take action when doors are left unsecured or district security is otherwise compromised.

Property Access

Employees

Employees may be provided keys or electronic access in accordance with Board policy. The superintendent or designee will immediately take action to retrieve keys or terminate the electronic access of any employee who resigns or is otherwise terminated from employment. Employees who resign or are otherwise terminated will be required to immediately return all keys and access cards to their supervisors or the district's designated security office. If an employee fails to return all keys or access cards, the superintendent or designee will take action to secure district property including, but not limited to, changing access codes, changing locks and contacting local law enforcement.

Outside Entities

In general, outside entities using district property should not be given keys or electronic access, and district employees will be designated to provide access to outside entities. The superintendent may provide outside entities with keys or electronic access when, in the opinion of the superintendent, doing so will not result in misuse or damage to property or pose a threat to students, staff or visitors. The superintendent will keep a current list of all outside entities who have keys or electronic access, including a record of the key number, access code or card number. The superintendent or designee will retrieve keys or terminate electronic access as soon as the outside entity no longer needs access.

FILE: ECA-API
Critical

No officer or employee of the district other than the superintendent is authorized to provide keys or electronic access to outside entities.

Security of School Grounds

District administrators and maintenance personnel will be responsible for conducting regular security inspections of school facilities and grounds for conditions that could potentially compromise school security. Regular inspections will minimally include the following:

1. All locks and latches on doors, windows and other means of entry will be checked for functionality.
2. All building features that could aid in unauthorized building or roof access, such as downspouts, window ledges, fire escapes and maintenance access areas will be noted. Features that cannot be changed will be given attention in regular school security procedures.
3. All school grounds that could aid in unauthorized access or provide blind spots or hiding places such as landscaping, fences and design of parking areas will be noted. Features that cannot be changed will be given attention in regular school security procedures.

Buildings and property that pose security concerns but are not covered by the above will be identified, and specific plans will be developed for those buildings and property. The district will seek the assistance of law enforcement representatives in identifying potential hindrances to school security and will amend the security inspection list as necessary.

Whenever possible, the district will take measures to correct any areas that compromise school security.

Firearms

The school will provide a secured area for storage of firearms permitted on campus under Missouri law. All firearms will be unloaded before storage and stored separately from ammunition. Participants in "school-sanctioned firearm events," as allowable under the law and Board policy, will not be permitted to check out their firearms prior to the start of the event and must be under direct supervision of a district staff member at all times while in possession of a firearm. Under no circumstances will unsecured firearms be left unattended on school grounds.

Reporting Vandalism, Damages and Theft

The building administrator will prepare a full and complete report of any theft of items on school property or vandalism or damage to school buildings, facilities, furniture, equipment or other school property. Copies of the report will be forwarded to the superintendent and the appropriate law enforcement agency.

The superintendent or building administrator may sign a complaint against the person or persons involved in the act of theft, vandalism or damage to school property when deemed necessary. The superintendent or building administrator will also seek restitution for any loss or damage.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented:

Revised:

Advance R-IV School District, Advance, Missouri