

Business/Non-Instructional Operations

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security includes:

1. Minimizing fire hazards,
2. Reducing the probability of faulty equipment,
3. Guarding against the chance of electrical shock,
4. Keeping records and funds in a safe place,
5. Protecting against vandalism, burglary and unauthorized entry.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

29-389 Stairways and fire escapes on certain buildings

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

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Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Preventive Checklist

1. Be alert for suspicious persons, strangers and vehicles, especially in parking or loading areas. Note license numbers.
2. Limit access to premises restricting access of unauthorized personnel.

Building Security and Use of Keys

Students or student groups are not to be in the building after 4:00 p.m. unless under the direct responsibility of a specific member of the staff.

Students or student groups meeting in the school evenings or on non-school days not only must be adequately supervised by staff, but must also have the prior approval of the school administrators.

Appropriate keys for use within the building are issued yearly to staff and re-collected at the close of school in June. Staff are responsible for the keys, should not loan keys to students except in special situations and should report any possible loss immediately.

Outside door keys and master keys are assigned or loaned out only on the direct authority of the Principal and only where possession seems highly appropriate or essential:

- No staff member is to loan any outside door key to any other staff member without specific approval of the Principal or person in charge of the building in the absence of the Principal.
- No staff member is to make or have made any duplicate key unless specifically authorized to do so by the Principal.