

## Raymond School District Policy - ECA

### BUILDINGS AND GROUNDS SECURITY

School buildings and grounds represent the largest investment of public funds in most communities and certainly in Raymond. To the end that this substantial investment be protected and that the greatest benefit from school use may accrue to our students, it is mandatory that school property be managed as efficiently and as prudently as possible.

The Board requires and encourages close cooperation with local police and fire departments, and with insurance company inspectors.

Records and funds shall be kept in a safe place and under lock and key when required.

~~Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it.~~ **Combinations to school vaults and safes shall be changed each time there are changes in personnel who have had the combinations. All equipment shall be stored in as safe a place as possible and employees must avoid leaving equipment and supplies where they are readily accessible to others.** An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

**Classroom windows and doors are to be locked when the teacher leaves the building. Any employee using the building in the evening or on weekends must be certain doors are locked after entering and upon leaving.**

While the basic purpose of our schools is to provide educational facilities, it is recognized that community use of school property should be encouraged whenever possible in order that the greatest overall benefit to the community may be derived. However, it is emphasized that the use of the property shall always be consistent with the need to protect the investment in it.

A building being used by an authorized school or community group in the evening, or on non-school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by an employee. Authorization may be granted only in accordance with Raymond School District Policy KF "Public Use of School Facilities" and related regulations.

~~Detailed security regulations are available at the central office.~~ **Additional information regarding security and safety protocols is available at the SAU Office or at the main office of each school.**

The building principal is responsible for enforcing this policy.

*See Appendix ECA-R*

Adopted: February 17, 1983

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