

GOFFSTOWN SCHOOL DISTRICT

ECA

BUILDINGS AND GROUNDS SECURITY

1. The Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.
2. Security means not only maintenance of a secured (locked) building, but protection from fire hazards, faulty equipment, safe practices in the use of electrical, plumbing, and heating equipment.
3. Records and funds shall be kept in a safe place and under lock and key when required. Combinations to school vaults and safes shall be changed each time there are changes in personnel who have had the combinations.
4. Access to school buildings outside of regular school hours shall be limited to school personnel whose work requires it, and to authorized groups. An adequate access control system including keys, shall be established limiting building access to authorized personnel and will safeguard against potential access to buildings by having keys in the hands of unauthorized persons. Groups and organizations are limited only to areas they have been authorized to be in per policy KF-KF-R.
5. School buildings will be closed and locked after the last school activity has concluded. In those instances when there is continuous activity into the evening, securing of the building shall be accomplished at the conclusion of the final activity.
6. 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.
7. In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.
8. The Superintendent of Schools and Building Principal are responsible for enforcing this policy.
9. No unauthorized person or group shall be granted access to a secured building by any employee.

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