

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

709-AR-0. DISTRICT SECURITY

The district recognizes the need to keep all district buildings and grounds secure against trespassing, unwanted intrusions and disturbances for the protection and safety of students, staff and visitors. District administrators will implement a district security program.

The Director of Buildings and Grounds or designee will conduct periodic checks regarding the security of district buildings and grounds.

The Superintendent will report periodically to the Board on the current status of the district's security program, along with any recommendations for improvements.

District administrators will be responsible to cooperate fully with local law enforcement officers regarding security issues.

As part of the security program, the Board may employ school police and security personnel, and may approve the installment of security devices to be used as safeguards against illegal entry and vandalism.

The security program will require that the following procedures be implemented in all district buildings:

1. All outside doors and windows must be properly secured at the end of each school day.
2. Outside security lights will be placed in strategic locations.
3. Inside lighting in corridors, administrative areas and strategic locations will be turned on by custodians at darkness.
4. Work schedules of custodians will be arranged to have them work in buildings and provide coverage as late as possible.
5. Money will not be left in offices or classrooms overnight, unless unavoidable. If so, money must be stored in a safe or secure area.
6. Local law enforcement will be requested to patrol district grounds at night, when possible.

The district reserves the right to deny access to school buildings and/or grounds to an individual for safety and security reasons.

Building Access During School Hours

Access to school buildings and grounds during the hours school is in session will be limited to individuals who have a legitimate reason to be in school buildings and on school grounds.

Access to school buildings during the school day will be controlled by the following procedures:

1. All entrances to a building will be locked at all times during day, except for the arrival of students in the morning.
2. Tardy students and visitors will enter only through the front entrance of the building and must immediately sign in at the main office.
3. Employees assigned to monitor the main entrance may unlock the door for district employees, students, parents/guardians, visitors and vendors. If the employee questions if an individual should be denied access, s/he will consult the building principal or designee.
4. Only district employees with access cards or keys may use doors that are locked during the day; such employees are responsible for securing the doors after use.
5. An employee may open an outside door during the school day to allow another employee to enter the building.
6. An employee may open an outside door during the school day to admit a student who is known to the employee but should notify the office if s/he is unsure of why the student is entering the building at that time.
7. An employee should never prop/wedge open an outside door without the permission of the building principal or designee.
8. Employees must report all observed breaches of security to the building principal or designee.
9. Students are not permitted to be in rooms unattended and must always be supervised in classrooms.
10. Students are not permitted to prop/wedge open or open doors to allow other students, parents/guardians or unknown persons to enter the building during the school day.
11. Except for students who have properly signed out, no student is permitted outside the building without proper supervision during the school day.
12. Students must report all observed breaches of security to a teacher or building principal.

Building Access Outside School Hours

Access to school buildings and grounds outside school hours will be limited to individuals who have a legitimate reason to be in school buildings and on school grounds.

Coaches and supervisors of activities must be present during the sport or activity, be responsible for students involved, and ensure that all participating students and staff are out of the building before s/he leaves.

Access to school buildings outside school hours will be controlled in accordance with the following procedures:

1. Individuals are prohibited from entering a school building when no district representative/employee is present.
2. The custodian will secure the building and will ensure that no individuals are within the school building upon exit for the day.
3. Emergency or authorized entry to a school building when no district representative/employee is present must be approved in advance by the building principal or immediate supervisor, who will notify the Superintendent or designee.
4. Any employee who witnesses unauthorized building use outside of school hours will immediately report such to the building principal or designee.
5. Unauthorized individuals in a school building outside of school hours will be reported to local law enforcement.

Building Keys/Fobs

Distribution of keys/fobs to employees will be determined by the physical area of responsibility by job assignment.

Distribution and use of keys/fobs for district buildings will be controlled in accordance with the following procedures:

1. The Superintendent or designee will keep a set of master and/or duplicate keys in a safe and secured location.
2. The Superintendent's or designee's office should maintain a master log of key assignments for district buildings.
3. The building principal will determine which staff members will be given keys/fobs, and will maintain a master log of key assignment for the school building.
4. Employees must complete and sign the fob agreement upon receipt and return of a fob.

5. Employees assigned a key may not duplicate or lend the key.
6. Employees must immediately report loss of an assigned key/fob to the building principal, immediate supervisor or Superintendent, as appropriate. The administrator will consult with the Director of Buildings and Grounds to determine the extent of the security compromised and whether lock cores need to be changed.
7. Employees must surrender keys/fobs when there is no longer a need, and upon request of the building principal, immediate supervisor or Superintendent.