



**NORTH ALLEGHENY  
SCHOOL DISTRICT**

<b>SECTION:</b>	<b>PROPERTY</b>
<b>TITLE:</b>	<b>BUILDING SECURITY</b>
<b>ADOPTED:</b>	<b>9/28/16</b>
<b>REVISED:</b>	

**709 - BUILDING SECURITY**

**Section 1. Purpose**

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism, and theft.

**Section 2. Delegation of Responsibility**

- a. Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys/key fobs to school properties.
- b. The Superintendent or designee shall determine who is entitled to authorize access to District building(s) and who may have afterhours access to District facilities.

**Section 3. Guidelines**

- a. After the start of the school day, access to the building shall be limited. All entrances shall be locked.
- b. Access to school buildings and grounds shall be established in accordance with the following guidelines:
  - 1. Unlimited Access
    - Superintendent
    - Assistant Superintendents
    - Director of Facilities, Supervisor of Custodial Services, and Supervisor of Maintenance Services
    - Others as determined by the Superintendent
  - 2. Limited Access

24 P.S.  
Sec. 510

Pol. 907

<p>Pol. 710</p>	<ul style="list-style-type: none"><li>• Building principals to assigned building</li><li>• Assistant principals to assigned building</li><li>• Head or regular custodians to assigned building</li><li>• Others as determined by the Superintendent</li></ul> <p>c. Possession of keys or key fobs by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. A log of key/key fob assignments and access permission times shall be maintained in the office of the Superintendent or a designee.</li><li>2. A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee and maintained in a safe and secured location.</li><li>3. Individuals may not duplicate or lend assigned keys.</li><li>4. All keys must be surrendered when no longer needed or upon request of the Superintendent or designee.</li><li>5. Loss of a key must be reported immediately to the Superintendent or designee.</li><li>6. Overnight key loans may be made by request to the Superintendent or designee.</li><li>7. Use of keys for unauthorized purposes will result in surrender of keys and/or replacement of effected locks.</li><li>8. Lost keys will result in the replacement of locks at the expense of the employee who lost the keys.</li></ol> <p>d. After hours entry to District buildings shall be controlled in accordance with these guidelines:</p> <ol style="list-style-type: none"><li>1. The building custodian on duty shall restrict entry.</li><li>2. Entry to a District building shall be prohibited when a person authorized as representative for the building is not present.</li></ol> <p>e. Use of Building by Staff in the Evening</p> <ol style="list-style-type: none"><li>1. When staff members use the building in the evening, such use shall be</li></ol>
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directly related to the educational program. Key fob access times may be adjusted upon request for such purposes.

2. The staff member shall assume responsibility for the security of the building and leave the building in a safe, secure manner.
3. If students are involved, the teacher must be on hand throughout the entire time the students are in the building.
4. The staff member in charge shall be responsible to make the proper arrangements for the use of any special equipment or building facility.

**References:**

School Code – 24 P.S. Sec. 510

Board Policy –710, 907