

CARLISLE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: January 18, 2007

REVISED: October 21, 2021

709. BUILDING SECURITY

Authority

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

Delegation of Responsibility

To 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 or access control credentials to school properties.

The Superintendent or designee shall determine who is entitled to building(s) keys and who may have after hours access to district facilities.

Definition(s)

Access – permitted entrance to District building/property via key or digital credential

Access control credential – digital technology (such as fob, swipe card, bar code, Bluetooth device, etc.) used to access a building/property electronically

Guidelines

Access to school buildings and grounds shall be established in accordance with the following guidelines:

Unlimited Access

1. Superintendent.
2. Assistant Superintendent.
3. Director of Operations.

4. Director of Education.
5. Board Secretary/Business Manager.
6. Director of Facilities.
7. All other personnel as designated by Superintendent.

Limited Access

1. Building principals and supervisory personnel to assigned building.
2. Building Operations Assistants assigned to building.
3. Extracurricular sponsors or supervisors for their area or activity.

Access by personnel shall be in accordance with the following guidelines:

1. A log of key assignments or access control credentials shall be maintained by the office of the Director of Operations or designee.
2. Individuals assigned keys or access control credentials may not duplicate, replicate, or lend them.
3. All keys or access control credentials must be surrendered when no longer needed or upon request of the Director of Operations or designee.
4. Loss of a key or access control credential must be reported immediately to the individual's direct supervisor. Individuals may be responsible for the cost of replacing key or access control credential.
5. Overnight access may be made by request to the appropriate building administrator.
6. Access for unauthorized purposes will result in surrender of keys or digital credentials.
7. A set of master and/or duplicate keys and record of access control credentials shall be kept in the custody of the Director of Operations or designee.

After hours entry to school buildings shall be controlled in accordance with these guidelines:

1. The Building Operations Assistant on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be limited when a person authorized as representative for the building is not present.