

ALLENTOWN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: 2/22/99

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">709. BUILDING SECURITY</p> <p>A program of building security shall be administered by the Assistant Superintendent, Human Resources and Operations, with the cooperation of the Superintendent's Team, the Director and Assistant Director of Buildings and Grounds, and the building administrators. The need for access shall be the underlying principle in determining who shall have keys for access to district properties and who shall have building access codes.</p> <p>The Superintendent or designee shall determine who shall be entitled to building keys, and/or access codes and who shall have after hours access to the facilities of this district.</p> <p>Access to school buildings and grounds shall be in accordance with the following:</p> <ol style="list-style-type: none"> 1. Unlimited Access: <ol style="list-style-type: none"> a. The Superintendent b. The Director and Assistant Director of Buildings and Grounds. 2. Limited Access: <ol style="list-style-type: none"> a. School administrators for their assigned buildings b. Head Custodians for their assigned buildings c. Extracurricular sponsors or supervisors for their area or activity, when approved by the principal in whose school the activity is held, and limited to the period of said activity.
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After hours entry to school buildings shall be controlled in accordance with the following:

1. Building administrators and the Head Custodian on duty in each building shall pre-establish the building entrance to be used. Entry after hours shall be restricted to this building entrance.
2. When a person authorized as a representative for a building is not present, entry shall be prohibited.

Possession of keys and access codes shall be in accordance with those identified as having unlimited or limited access. Additional information concerning the recordkeeping for key assignments and/or access codes, issuance of keys and/or access codes, duplicate keys, master keys, lost keys, and the surrender of keys and/or entrance cards is contained in Administration Regulation 709-AR.

Additional information relating to building security is incorporated in Policy 907, School Visitors.