

Non-Instructional/Business
Operations**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: SAFETY AND SECURITY**

In order to provide uniform procedures for administering and maintaining a security system on a District-wide basis, and in order to help avoid incidents of breaking and entering, theft and vandalism, the following regulations shall govern all buildings and facilities.

Guidelines

- 1) All staff will wear identification badges during school hours or at school functions if serving in an official capacity.
- 2) No change shall be made on or to any locks/locking devices in any building without the expressed authorization of the Superintendent of Buildings and Grounds.
- 3) No faculty/staff member shall possess at any time an exterior entrance master key, with the exception of:
 - a. The District administrator(s),
 - b. The building custodian(s), and
 - c. Such other persons who possess express written authority from the Superintendent of Schools.
- 4) No faculty/staff member shall possess at any time an area key to facilities which are not within the scope of his/her primary assignment.
- 5) No student or non-District employed person shall possess or be given a key for temporary use.
- 6) All classroom keys provided for faculty/staff members' use shall be issued annually in September, and returned the following June as part of the final year-end audit.
- 7) All unoccupied areas, including classrooms, laboratories, custodial closets, storage rooms etc. shall be locked at all times.
- 8) Although the building administrator is held responsible for the operation of his/her facility, after school hours the Superintendent of Buildings and Grounds shall have primary responsibility for District security and building security during the absence of the building administrator.

(Continued)

SUBJECT: SAFETY AND SECURITY (Cont'd.)

- 9) Staff members are to direct all visitors to the Main Office where visitors are to identify themselves and their purpose in visiting the school. Visitors will be required to sign the visitor's book upon entering the school and each visitor will be issued an identification badge. Visitors are to notify the Main Office of their departure and sign out upon leaving the building, returning their identification badges to an office staff member.
- 10) If a staff member notices that a visitor does not report to the Main Office upon entering the building, he/she should report that occurrence to the Building Principal/designee.
- 11) Staff members are to report any malfunctioning outside doors to the Main Office.
- 12) Teachers are to lock their classroom doors whenever they take students out of the building.
- 13) Signs will be posted throughout the school building directing visitors to report to the Main Office.
- 14) After the start of the school day, all outside doors, with the exception of the main entrance will be locked. However, all outside doors which are necessary fire exits must be able to be opened from the inside at all times.