

Business and Non-Instructional Operations

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the Orange Public Schools and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

Security includes:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

Legal Reference: Connecticut General Statutes

[29-389](#) Stairways and fire escapes on certain buildings.

Policy adopted: May 13, 2013

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Only persons having legitimate school business and prior approval of the Facilities Director, the Principal, or his/her designee are allowed access to school facilities. Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Employee ID Proximity Cards

All Employee ID Proximity Cards shall be issued through Central Office by the Superintendent, Technology Administrator, and designated Central Office employees. A digital record shall be maintained by the Technology Administrator of the total number of ID Proximity Cards issued; of each Proximity Card's identifying record, number, and the person to whom it is assigned; of the buildings/doors which it opens, and the time limits assigned to it.

An Employee ID Proximity Cards is the responsibility of the employee to whom it is assigned. Any employee who loses his/her Employee ID Proximity Cards must notify the Technology Administrator immediately so that the Proximity Card can be deactivated and access to the building(s) can be immediately cancelled. Replacement Proximity Cards will be available through the Technology Administrator and/or Central Office. If an employee loses more than one Employee ID Proximity Card, a fee of \$5.00 will be charged. An employee should not use the levying of a \$5.00 fee as a reason for failing to report a lost Proximity Card.

Every employee must use his/her Employee ID Proximity Cards to swipe into the building every day. No employee may use his/her ID Access Key Fob to allow entrance to another person regardless of whether that person is an employee of the district. The Orange Board of Education prohibits any employee from lending his/her ID Access Key Fob to any other person, including parents, PTA members, teachers from another building, and students.

Keys

All keys used in a school shall be the responsibility of the Facilities Director or his/her designee. Requests for permanent issuance of keys shall be made only in those

instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through Central Office and the Facilities Director. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the district business office. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to others, including teachers, parents, and students.

The greatest care shall be given to master and sub-master keys.

Building Checks

Building checks are to be made as is determined necessary by the Superintendent , the Facilities Director and/or his/her designee. A building check shall consist of:

1. Checking entrances to the building to determine that they are secure;
2. Checking boilers to see that they are functioning properly;
3. Checking for running water; and
4. Checking internal areas - technology, mechanicals, office, and kitchen.

The building check is to be accomplished by the Director of Facilities and/or his/her designee per contractual agreement.

Regulation approved: May 13, 2013

Regulation revised: August 19, 2013