**Policy ECA** 

MASON SCHOOL DISTRICT **Buildings and Grounds Security** 

Category: Recommended

The Board will cooperate closely with local law enforcement and fire departments, and with

insurance company inspectors.

Records and funds will be kept in a safe, locked location.

Access to school buildings and grounds outside of regular school hours will be limited to school

personnel whose work requires it or others with permission of the superintendent or designee.

An adequate key control system will be established to limit access to buildings to authorized

personnel.

School buildings will be closed and locked after the last activity has concluded each day.

A building being used by an authorized school or community group in the evening, or on non-

school days, will be opened for such activity and secured again after its conclusion.

Classroom windows and doors are to be locked when the staff leaves the building.

In addition to this policy, the Superintendent is charged with establishing further safety and

security provisions as may be necessary.

The building principal is responsible for enforcing this policy.

**District Policy History:** 

First reading: February 2008

Second reading/adopted: November 9, 2009

District revision history:

March 18, 2016

September 16, 2024