

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION:    PROPERTY
	TITLE:        709 – BUILDING SECURITY
	ADOPTED:    October 11, 2016
	REVISED:

Policy	The Board of Trustees recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.
Delegation of Responsibility	Toward this end, a program of building security shall be administered by the Chief Executive Officer (CEO) or designee.
Guidelines	<p>The CEO or designee shall determine who will be entitled to building(s) keys and who may have after-hours access to school facilities.</p> <p>After the start of the school day, access to the building shall be limited to a few or one (1) entrances as is necessary for timely entrance into the school during the morning hours. All other entrances shall be locked.</p> <p>Possession of keys shall be in accordance with the following principles:</p> <ol style="list-style-type: none"> <li>1. A log of key assignments shall be maintained by the CEO or designee.</li> <li>2. Individuals who are assigned keys may not duplicate or loan them.</li> <li>3. All keys must be surrendered when there is no longer a need or upon request of the CEO or designee.</li> <li>4. The loss of a key must be reported immediately to the CEO.</li> <li>5. Overnight key loans may be made by a request to the CEO or designee.</li> <li>6. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks, as well as any costs incurred.</li> <li>7. A set of master keys and/or duplicates of keys shall be kept in the custody of the CEO.</li> </ol> <p>No person shall be permitted to enter within or remain upon any property owned/leased by the school between dusk and dawn, with the exception of employees, school officials, or other persons who have been specifically invited or admitted by the school.</p> <p>A notice of this curfew shall be posted conspicuously upon all school properties.</p>
References	School Code – 24 P.S. Sec. 510