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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** FE  
**Policy Title:** Building Security  
**Cross Reference:** FJ  
**Legal Reference:**  
**Adoption Date:** December 18, 1996  
**Amendment or Re-  
affirmation Date:** February 27, 2018

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS THAT PRINCIPAL AND THE FACILITIES MANAGER SHALL TAKE REASONABLE MEASURES TO ENSURE THAT DIVISION PROPERTY AND EQUIPMENT IS MAINTAINED IN A SECURE MANNER.

**REGULATIONS**

1. Schools shall establish procedures for:
  - 1.1. A key/access fob control system, in cooperation with the Facilities Manager that includes:
    - 1.1.1. distribution of keys/fobs and security access codes,
    - 1.1.2. restrictions on sharing/lending of keys,
    - 1.1.3. maintaining a key/access fob inventory that contains the name of an employee/community use representative upon issuance and return,
    - 1.1.4. direction to those in possession of keys that re-keying is not allowed, and
    - 1.1.5. reporting expectations regarding lost or stolen key/access fob;
  - 1.2. Proper use of the intrusion alarm system that ensures that such alarms shall be activated at all times when the building is unoccupied;
  - 1.3. Unlocking doors of schools prior to commencement of classes and locking doors following dismissal;
  - 1.4. Assuring windows are closed and secured when the building is unoccupied;
  - 1.5. Reducing the likelihood of theft of capital equipment, tools and other items such as marking such items for identification, inventorying, and limiting access to division-owned resources to those specifically authorized by school principal; and
  - 1.6. Compliance with Policy JB: Community use of Facilities.
2. Provision shall be made for emergency access to division buildings by First Responders.