

SCHOOL ADMINISTRATIVE UNIT 79

EC

BUILDING & GROUNDS MANAGEMENT

The Gilman School District shall maintain a file on all building and grounds purchases, repairs, maintenance work, and other related studies, etc. The file shall contain detailed documentation such as architectural drawings, septic system designs, evaluations and studies from engineering/architectural firms, building specifications, plot plans, maps, building committee file proposals and reports, etc.

The file shall be kept and maintained at the SAU office.

Revised: July, 1998
Reviewed: June 9, 2003

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ECA

BUILDING AND GROUNDS SECURITY

The Board requires and encourages close cooperation with local police and fire departments, and with insurance company inspectors.

Records and funds shall be kept in a safe place and under lock and key when required.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established, which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by unauthorized persons. The school building shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

A building being used by an authorized school or community group in the evening, or on non-school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by prior authorization through facility usage requests approved by the Principal.

Detailed security regulations are available at the SAU office.

The Principal is responsible for enforcing this policy.

1st Reading: May 27, 2003
2nd Reading: June 9, 2003
Adopted: June 9, 2003
Reviewed: August 10, 2010

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ECAC

VANDALISM

Every citizen of the District, students and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the District including the name(s) of the person or persons believed to be responsible. Each employee of the District shall report to the Principal of the school every incident of vandalism known to him or her and, if known, the name(s) of those responsible.

The Superintendent or designee is authorized to file a criminal complaint.

1st Reading: May 27, 2003

2nd Reading: June 9, 2003

Adopted: June 9, 2003

SCHOOL ADMINISTRATIVE UNIT 79

ECAF

AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy and in Policy JICK - Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time, which the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

All recordings shall be retained for a period not to exceed ten (10) days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding.

Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official

Parents of a student against who a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Legal References:

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

1st Reading: August 10, 2010
2nd Reading: September 8, 2010
Adopted: September 8, 2010