



**Banning Lewis Ranch Academy (BLRA)
BRLRABODPOL Board of Director Access to School Property**

Purpose and Scope: The Board of Directors (BOD) establishes guidelines for the Board use of school facilities. The policies and procedures explain, in detail, the responsibilities of the Board Member and schools. This policy includes the following sections:

BLRABODPOL Board Director Access to School Property
Section 1 Responsibility
Section 2 Board Member Identification
Section 3 Board Access During Instructional Period
Section 4 Board Access During Non-Instructional Period with Staff Presence
Section 5 Board Access During Non-Instructional Period without Staff Presence
Section 5.1 Board Member Responsibilities in Cases of Unsupervised Access
Section 5.1.1 Designation of Board Member for Key and Alarm Code Access
Section 5.1.2 Designated Board Member Responsibilities
Section 5.1.3 Revocation of Privileges
Appendix A Board Property Assignment Log
Appendix B Banning Lewis Ranch Academy Key and Alarm Code Agreement
Appendix C Banning Lewis Preparatory Academy Key and Alarm Code Agreement

SECTION 1 RESPONSIBILITY

The building Chief Administrative Officer (CAO) will be responsible for the administration of this policy and procedure as it relates to Banning Lewis Ranch Academy (BLRA) and Banning Lewis Preparatory Academy (BLPA).

SECTION 2 BOARD MEMBER IDENTIFICATION

Board members shall at a minimum be provided a Board name tag and/or a Board identification badge that is recognizable to school staff.

When a Board member leaves the Board he or she shall surrender to the Board President or designee, within twenty-four hours of resignation, all badges, name tags, or any other item indicating membership on the Board.

All items indicating membership on the Board remain property of the Board, the possession of these items shall be identified in an inventory maintained by the Board (Appendix A). Directors receiving these items will sign an acknowledgment of Board ownership when receiving qualifying items.

SECTION 3 BOARD ACCESS DURING INSTRUCTIONAL PERIOD

When not on official BLRA business Board members shall follow all established school procedures and policies when entering school property during instructional periods.

When entering the school on official Board business the Board Member will not wear a visitors badge but shall visibly display a BLRA name tag or BLRA identification badge.

When entering the building for purposes other than official Board business Board members shall not wear any item indicating membership on the Board.

During instructional periods Board members will comply with all staff member direction and ensure that Board presence or activities do not interfere with instructional or other student activities.

SECTION 4 BOARD ACCESS DURING NON-INSTRUCTIONAL PERIODS WITH STAFF PRESENCE Staff members are required to maintain primary responsibility for the school property, including opening and closing the building.

During non-instructional periods Board Members shall wear Board Member identification as appropriate for the situation.

Board Members will comply with the responsible staff member's direction concerning building access during these periods.

SECTION 5 BOARD MEMBER ACCESS DURING NON-INSTRUCTIONAL PERIODS WITHOUT STAFF PRESENCE

In most cases this type of access is not necessary and should be avoided. However there are legitimate reasons for Board Members to access the building without staff presence.

Reasons may include but are not limited to:

- Posting Agendas
- Special Meetings or Work Sessions
- Board Administrative Work
- Activities Relating to Board Committees
- Activities Relating to Board Elections
- Emergencies

Unsupervised access will comply with all Federal and State requirements, District and School Policies, and the Board Code of Conduct.

All unsupervised access shall be coordinated in advance with the Building Manager or designee if at all possible.

Access which violates Law, Policies, or Code of Conduct will not be tolerated and may result in removal from the Board or a referral to Law Enforcement Authorities.

Areas which are off limits due to contractual agreements or student privacy shall be identified by the Building Manager. Any area that is off limits will be identified in writing and provided to the Board. The identification must include the reason for the off limits designation as well as an emergency access procedure.

SECTION 5.1 BOARD MEMBER RESPONSIBILITIES IN CASES OF UNSUPERVISED ACCESS

To facilitate unsupervised access the following requirements shall apply:

SECTION 5.1.1 DESIGNATION OF BOARD MEMBER FOR KEY AND ALARM CODE ACCESS

One Board member shall have key and alarm code access to the building at all times

- a. Designated Board Member shall be the Board Secretary or designee
- b. Designated Board Member shall not be the Board President
- c. Designated Board Member shall be identified in Board Meeting Minutes
- d. Designated Board Member shall be trained in building and alarm procedures prior to exercising privilege
- e. The Building Manager is responsible for providing building and alarm procedures training within seven days of any change in Board Member designation

SECTION 5.1.2 DESIGNATED BOARD MEMBER RESPONSIBILITIES:

- a. Privilege will only be exercised for Official Board business
 - i. Designated Board member may not serve as a school representative or sponsor any organization other than the Board
 - ii. Designated Board member shall not provide access to the building for any leasing organization
 - iii. If possible all access will be pre-coordinated with the Building Manager or designee
- b. At the Building Manager's discretion the Designated Board Member may be included on the emergency contact list for the building.
- c. Designated Board Member shall be held responsible up to the same level as any regular staff member with building opening and closing privileges

SECTION 5.1.3 REVOCATION OF PRIVILEGES

- a. The Building Manager with the agreement of the Board President may revoke the Designated Board Member's privileges for cause at any time
 - i. This includes violations of Law, Policy, Procedures, or Code of Conduct
 - ii. If at all possible the Building Manager should work with the Board President to avoid an immediate revocation
- b. In the event of a violation of law the Building Manager may confiscate the keys immediately and notify the Board President as soon as possible of the action
- c. The Designated Board Member will surrender all keys immediately if directed by the Board President
 - i. Keys shall be surrendered to the Building Manager or Board President
 - ii. If the Designated Board Member surrenders the keys to the Building Manager the Building Manager must turn over the keys and new alarm code to the Board President within twenty-four hours
 - iii. In the event of a revocation the Board will schedule a special meeting as soon as possible to identify the new Designated Board Member
 - iv. A Board Member whose privileges have been revoked is no longer eligible to be the Designated Board Member with key access. Even if the revocation does not result in the Director being removed from the Board.

Adopted: Approved November 16, 2010

Revised: April 2017

File: BLRABODPOL-Community_Use_Of_School_Property_Policy.doc

CROSS REF.:

Appendix A: Board Property Assignment Log

By signing below I am acknowledging I am receiving Property or Identification items that will remain property of the Banning Lewis Ranch Academy. In the case of property I understand that at the discretion of the Board of Directors (Board) I may be held liable for the repair or replacement cost of items in my possession if lost, stolen, or otherwise made unserviceable. Additionally, in the case of identification I acknowledge the importance of protecting the identification and understand that repeated loss may result in my removal from the Board. Board property must be surrender to the Board upon my resignation or removal from the Board. I further understand that failure to surrender BLRA property may result in the Board reporting the items as stolen to Law Enforcement Authorities.

Date Issued	Description	Printered Name	Signature	Date Returned	Signature Of Receiving Authority

Appendix B: Key and Alarm Code Agreement Form

**Banning Lewis Ranch Academy
Key and Alarm Code Agreement**

By signing below I acknowledge I am receiving the keys and alarm codes for the Banning Lewis Ranch Academy and agree to comply with all current laws, policies, and procedures relating to this privilege. I further understand that misuse of this privilege may lead to my removal from the Board of Directors and/or criminal prosecution.

Printed Name of Director: _____

Signature: _____ Date: ____/____/____
Signature of Director

Printed Name of Witness: _____

Signature: _____ Date: ____/____/____
Signature of Witness

Training Acknowledgment: (To be signed following formal building opening and closing procedure training)

Signature: _____ Date: ____/____/____
Signature of Director

Signature: _____ Date: ____/____/____
Signature of Trainer

Key Turn In: (To be signed when key is no longer in possession of the Director)

Signature: _____ Date: ____/____/____
Building Chief Administrative Officer

Appendix C: Key and Alarm Code Agreement

**Banning Lewis Preparatory Academy
Key and Alarm Code Agreement**

By signing below I acknowledge I am receiving the keys and alarm codes for the Banning Lewis Preparatory Academy and agree to comply with all current laws, policies, and procedures relating to this privilege. I further understand that misuse of this privilege may lead to my removal from the Board of Directors and/or criminal prosecution.

Printed Name of Director: _____

Signature: _____ Date: ____/____/____
Signature of Director

Printed Name of Witness: _____

Signature: _____ Date: ____/____/____
Signature of Witness

Training Acknowledgment: (To be signed following formal building opening and closing procedure training)

Signature: _____ Date: ____/____/____
Signature of Director

Signature: _____ Date: ____/____/____
Signature of Trainer

Key Turn In: (To be signed when key is no longer in possession of the Director)

Signature: _____ Date: ____/____/____
Building Chief Administrative Officer