

**Burlington School District Policy
E 14: BUILDING AND GROUNDS SECURITY**

Former Policy ECA

School buildings and grounds constitute one of the greatest investments of the residents of the school district. The Superintendent, in conjunction with the Property Services Director, shall establish procedures to guard against damages or losses of school property whether by theft, vandalism, or misuse. These procedures shall include preventive measures, as well as clear steps to follow when school property has been taken or damaged.

Employees are expected to take all reasonable and prudent measures necessary to protect school department property.

The Director of Property Services, working with and through the administrators of each school building, shall see that all members of the staff know and respond to the proper procedures to guard school property and to report correctly when property has been taken or damaged.

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