

BUILDINGS AND GROUNDS SECURITY

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security should mean not only maintenance of a secure (locked) building, but also:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protection against vandalism and burglary.

The superintendent is directed to establish regulations as may be needed to provide for security in the sense outlined above.

Regulations for building and grounds security.

1. Unlimited access is available to:
 - * the superintendent
 - * the business manager
 - * the head custodian
 - * the athletic director

1. Limited access is available to:
 - * building principals to their assigned building
 - * head building custodians to their assigned building
 - * extracurricular sponsors or supervisors for their area or activity

Possession of keys shall be in accordance with the following regulations:

- a. A log of key assignments shall be maintained by the office of the superintendent or other designated designee.
- b. Duplicate keys unassigned shall be maintained in a safe or a secured box.
- c. Individuals assigned keys may not duplicate or loan them.
- d. All keys must be surrendered when there is no longer a need or upon request of the superintendent.

- e. The loss of a key must be reported to the superintendent or his/her designee.
- f. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
- g. A set of master keys and/or duplicates of keys shall be kept in the custody of the superintendent or his/her designee.

After hours entry to school buildings shall be controlled in accordance with these rules:

- a. The building custodian on duty shall restrict entry to one controlled point.
- b. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
- c. These rules shall be prominently posted on each school building.