



POLICY 709 -- BUILDING SECURITY

1. Purpose

The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, a program of building security will be administered by the Superintendent with the cooperation of the individual building principals. The need for access will be the underlying principle in determining who will have keys for access to school properties.

2. Authority

The Superintendent will determine, in accordance with these guidelines, who will be entitled to building keys and who may have after-hours access to the facilities of this district.

3. Delegation of Responsibility

Access to school buildings and grounds may be established by the Superintendent in accordance with the following:

- Unlimited Access: -- Superintendent
-- Maintenance Supervisor
- Limited Access: -- Administrators to their assigned building(s)
-- Building custodians to their assigned building(s)
-- Extra-curricular sponsors or supervisors for their area or activity

Possession of keys will be in accordance with the following principles:

- A log of key assignments will be maintained by the Office of the Superintendent or other designated office.
- Duplicate keys unassigned will be maintained in a safe or a secured box.
- Individuals assigned keys may not duplicate or loan them.
- All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
- The loss of a key must be reported to the Superintendent or his/her designee upon discovery.
- Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
- A set of master keys and/or duplicates of keys will be kept in the custody of the Superintendent or his/her designee.

After-hours entry to school buildings will be controlled by the building custodian on duty.