

1 709 . BUILDING SECURITY

2 **1. Purpose**

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

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8 **2. Authority**

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

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12 **3. Delegation of Responsibility**

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

15
16 **Unlimited Access**

17 the Superintendent
18 the Supervisor of Buildings and Grounds

19
20 **Limited Access**

21 Building principals to their assigned building
22 Head building custodians to their assigned building
23 Extra-curricular sponsors or supervisors for their area or activity
24 Director of Technology to all buildings

25
26 Possession of keys shall be in accordance with the following principles:

27
28 A log of key assignments shall be maintained by the office of the Superintendent or other design-
29 ated office.

30
31 Duplicate keys unassigned shall be maintained in a safe or a secured box.

32
33 Individuals assigned keys may not duplicate or loan them.

34
35 All keys must be surrendered when there is no longer a need or upon request of the Superin-
36 tendent.

37
38 The loss of a key must be reported to the Superintendent or his/her designee upon discovery.

39
40 Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of
41 affected locks.

42
43 A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or
44 his/her designee.

45
46 After hours entry to school buildings shall be controlled in accordance with these rules:

47
48 The building custodian on duty shall restrict entry to one controlled point.

49
50 Entry to a school building shall be prohibited when a person authorized as representative for the
51 building is not present.

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