

Security

Security means not only maintenance of buildings and the protection of buildings and grounds from trespassers but also protection from fire hazards and faulty equipment; proper storage of all records and funds; and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training to ensure employees are using safe practices.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Building security shall be the responsibility of the building principals. Each building shall be secured at the end of each day by the building custodian or another person designated by the building principal.

The building principal also shall be responsible for all building keys. He or she shall issue keys only to those who have a need for them and shall maintain a sign-out record for the keys. Those who sign for a key will become responsible for the security of the key and shall take steps to ensure that the key is not loaned to unauthorized persons and that no duplicates are made of the key. In the case of a lost key, the building principal must be notified immediately.

Non-school personnel who are authorized to use a school facility may be loaned a key for the time of the activity only. Non-school personnel should not be given keys for an extended length of time, such as the winter basketball season. The individual to whom the key is loaned shall be personally responsible for the security of the key and for the facility while in use by his or her organization.

Employment of security guards may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

Cross Reference:      9300                      Operation and Maintenance of District Facilities

Policy History:

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Revised on: