

Security

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment 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.

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.

The Lakeland School district as a whole strives to maintain a safe and secure environment for staff, students, and visitors. That safe environment requires that all participants do their part to be vigilant and also participate in the securing of buildings within the Lakeland District from unauthorized visitors or intruders and to secure district equipment from theft.

This includes the proper use and control of traditional keys, security cards, security ID numbers, building alarm codes, and other security protocols as requested by district administrators. Any employee who has been issued a key and/or security card to any property maintained by Lakeland District assumes responsibility for the custody and appropriate use of such key, security card, or security ID number. Under no circumstances will a personal ID number be written, printed or in any other way labeled upon a security key card.

Traditional keys are not to be duplicated except by authorized staff members after a written request has been submitted to the administrator who issued the key to the recipient and approval granted by the Superintendent or designee.

Traditional keys, security cards, personal ID numbers, and building alarm codes are not to be shared under any circumstances. School keys and key cards are not to be loaned to or in the possession of students at any time or under any condition. In the event of a loss the employee must contact their supervisor immediately or else the employee may be held responsible for any improper use of the key, security key card, personal ID number, or building alarm code.

All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

**Replacement of lost Keys:**

Due to the need for reprogramming or possibly replacing of physical locks there will be a fee for each key or security card that must be replaced after loss. Those fees are

- Security Key card: \$15
- Inside door Key: \$25
- Outside door Key: \$100
- Master building Key: \$250
- Grand Master Key: \$500

Checks can be made payable to the Lakeland School District or fee will be subject to payroll deduction of no more than \$100 per consecutive pay periods until paid in full. If employment is terminated prior to full payment, the outstanding balance will be deducted from the employee's final paycheck. The appropriate security key replacement form must also be submitted.

**End of year or Employment term:**

All employees at the close of the school each spring, except those who will continue their work in the buildings during the summer (principals, custodians, maintenance personnel, etc.), must return their key and /or security key cards to the administrator who issued them. An employee who takes a leave of absence, is on extended sick leave or terminates during the school year must return all district keys and security key cards to the person who issued the employee the key and/or security key card. Those nine (9) month employees who are granted written permission from principals at the time of end of year check out may retain keys and/or security key cards through the summer months.

Cross Reference:                    9300                    Operation and Maintenance of District Facilities

Policy History:

Adopted on: August 13, 2007

Revised on: May 9, 2016

Prior Policy: II(R) – Keys