

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: May 29, 2004

REVISED: April 11, 2011

709. BUILDING SECURITY	
1. Purpose	The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.
2. Delegation of Responsibility	<p>Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys/key cards to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to building(s) keys/key cards and who may have after hours access to district facilities.</p>
3. Definition	<p><b>Key</b> – a small metal instrument cut to fit a lock</p> <p><b>Key Card</b> – a plastic card containing data to electronically unlock a door.</p>
4. Guidelines	<p><u>Key/Key Card Control</u></p> <p>Under the direction of the Superintendent, the Director of Administrative Services shall be assigned overall responsibility for key/key card control for the district.</p> <p>The Supervisor of Buildings and Grounds shall be delegated control for all keys/key cards related to the Administration Center, Maintenance and Storage, and areas not assigned to a principal.</p> <p>The Supervisor of Buildings and Grounds shall be delegated control for all key cards related to cafeteria operations and storage.</p> <p>Building principals shall be delegated control for all keys/key cards related to their school.</p> <p>When a question of authority exists, the Director of Administrative Services will assign control.</p> <p>The Director of Administrative Services shall implement a key/key card control system, which shall include no less than the following components:</p> <ol style="list-style-type: none"> <li>1. A duplicate receipt form signed by each person, to include a record of the number of each key/key card issued, along with necessary information to ensure adequate key/key card control.</li> </ol>

2. A centralized district as well as an individual building control system.
3. All employees will be issued an electronic key card. This will be the sole means of entering the building unless otherwise determined by the building principal. Specific access times and points are outlined in Administrative Procedures.

Keys must be left in facility mailboxes during out-of-school hours.

Individuals who are issued a key/key card shall be responsible for its safekeeping and shall pay for a duplicate key/key card if lost.

The Board prohibits the duplication of any district keys/key cards by any means whatsoever. Duplicate keys/key cards, if necessary, shall be obtained only through the Director of Administrative Services. All persons issued keys/key cards shall exercise extreme caution that keys/key cards do not fall into unauthorized hands.

The issuance of master keys/key cards shall not be delegated by the Director of Administrative Services.

All keys/key cards shall be returned to the principal or Supervisor of Buildings and Grounds on the last work day of each school ~~each~~ year. All keys/key cards shall be returned upon resignation, retirement, or permanent departure from the district before issuance of final clearance.

The only authorized locks or locking systems shall be those installed by the district.

The Superintendent, in cooperation with the Director of Administrative Services, shall develop administrative procedures to implement this policy.