

**SUPERINTENDENT'S REGULATION 4-2.5(A) GUIDELINES FOR SECURITY OF BUILDINGS
AND GROUNDS**

Keys

The building principal shall establish a key record system for exterior doors. Master keys shall be issued only to personnel (paid employees) who have responsibilities that require admittance to buildings during hours other than the regular school or work day. Grand master keys shall be limited to the building principal and the head building custodian. No person shall possess keys for any building without the knowledge of the building principal. The maintenance department alone shall be responsible for the cutting of all keys.

A place shall be designated in each building where any authorized personnel shall sign in when entering buildings during hours other than the regular school or work day.

SUPERINTENDENT'S REGULATION 4-2.5 (B): EMPLOYEE IDENTIFICATION BADGES

All Poquoson City School Board personnel are required to wear employee identification badges during work hours while on School Board property. The purpose of these badges is to provide school security and to ensure that only authorized individuals are on the premises. Badges must be worn in a clearly visible location on the upper portion of the body. Compliance with this School Board regulation will ensure rapid identification of school division staff.

Lost badges will be replaced initially at School Board expense. Subsequent replacement costs will be borne by the employee.

Upon termination of employment, badges shall be returned to the immediate supervisor who shall forward the badges to the division superintendent or his/her designee.