

## **3125 SECURITY OF BUILDINGS AND GROUNDS**

### Locking Systems

Locking systems for all School District buildings shall be the responsibility of the Supervisor of Maintenance & Construction, and keys shall be issued only by the Maintenance & Construction Office.

### Master Keys

Master keys shall be issued only to Physical Plant personnel whose job responsibilities may require access to any building. Reproduction and issuance of general master keys shall be authorized only by the Business & Finance Services Office.

### Exterior Door Keys

Exterior door keys shall be issued only to the principal, building engineer, firepersons, and custodial staff, and to other authorized personnel approved by the principal and building engineer.

### Interior Door Keys

Interior door keys for elementary and secondary schools shall be issued by the physical plant department to each building engineer. The building engineer shall issue necessary keys to the principal and custodial personnel. Each teacher shall be issued a key to his/her classroom. At the termination of the regular school year and at the termination of the summer school period, teachers shall return keys as part of their check-out procedure. Keys shall not be issued to substitute teachers, student teachers, or students.

### Electronic Security Systems

In buildings equipped with electronic security systems, keys for arming/de-arming such systems shall be issued to designated members of the building custodial staff and principal. Transfer of any key to an unauthorized person is prohibited. Designation of authorized personnel shall be made by the Director of Business and Finance. Arming and de-arming of systems shall be done by authorized persons.

### General Statements Regarding Buildings and Grounds

This policy is designed to provide for the protection of the buildings and lands of schools; to provide for peace, quiet, and good order in and around schools; and to provide for the removal of those not having legitimate business on school property.

No person shall mark with any substance or in any other manner deface or do damage to any building owned, occupied, or otherwise used as a school, or in any other way or manner deface or do damage to any fence, tree, lawn, or other fixture situated on lands owned, occupied, or otherwise used by a school.

No person on property in which any class is in session, or in which any gathering or function is taking place, shall loiter or make any noise or diversion which disturbs the quiet or good order of such school activity.

Any person not a student in the school, employee of the school, or parent of any student enrolled therein, shall not remain within any school during normal school hours without securing the permission of the principal or person in charge. School hours include one hour prior to normal class time and one hour after classes are dismissed.

Persons not engaged in an authorized after-hour or weekend activity shall not remain on school premises without permission of the principal or person in charge.

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