

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: March 14, 2006

REVISED:

| 709. BUILDING SECURITY | |
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| 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 to school properties.</p> <p>The building principal shall determine who is entitled to building(s) keys and who may have after hours access to district facilities.</p> |
| 3. Guidelines | <p>After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked.</p> <p>Possession of keys by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none">1. A log of key assignments shall be maintained in the building principal's or a designated office.2. Duplicate keys shall be maintained in a safe or a secured box.3. Individuals assigned keys may not duplicate or lend them.4. All keys must be surrendered when no longer needed or upon request of the building principal.5. Loss of a key must be reported immediately to the building principal.6. Overnight key loans may be made by request to the building principal.7. Use of keys for unauthorized purposes will result in surrender of keys. |

8. A set of master and/or duplicate keys shall be kept in the custody of the building principal.

After hours entry to school buildings shall be controlled in accordance with these guidelines:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.