

## **Security/Access to Buildings**

Security for district buildings and grounds (during regular school hours as well as non-school hours) contributes to the well-being and safety of students and staff as well as to that of the sites themselves. For safety and security purposes, access to school building, whether by students, staff members or visitors, shall be limited as deemed appropriate for each school building.

Each school building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to certain doors. Access to school buildings and grounds outside of regular school hours shall be limited to district personnel whose work requires it and to sponsors of approved student activities.

An adequate key control system shall be established which shall limit access to buildings to authorized district personnel and shall safeguard against entrance to buildings by persons unauthorized to have keys.

"Security" means not only keeping buildings locked and secure but also providing protection against physical hazards and acts of violence. It also includes having available floor plans of buildings and site plans showing campus boundaries and access points. The Board requires and encourages close cooperation with local police, fire and sheriff's departments and insurance company inspectors.

Alarm systems and other devices that protect buildings against illegal entry and vandalism shall be installed where appropriate. Employment of security personnel may be approved by the Board in situations where special risks are involved.

This policy is to provide a guideline for the use and control of the districts keys and electronic fobs. Access control is every staff member's responsibility. Effective access control helps insure that the districts facilities are safe for staff, students, and the community.

**Access Requests** – All key requests **must** be authorized by the building Principal, and/or Director responsible for the area (I.E. food service). Principals may designate an Assistant Principals/Deans/Secretary to make physical key requests.

**Signers Only** users assigned the key/fob can receive the keys.

**Key/Fob Audits** –To insure key accountability key/fob audits will be done randomly.

**Fobs** –Fobs are to be considered as keys, if lost the building is still at risk. When a staff member transfers or leaves, the principal/key control office must clear fob. (Fob numbers are grouped by building)

**Master Keys** – One Master key will be issued to the following staff: Building Principals, Assistant Principals/Deans, Secretaries, Custodial Staff, and one other staff member (AD etc.) in facilities that don't have AP/Dean. And building security staff as needed.

**Substitute and Student Teacher Keys**– Building staff and administration will open appropriate doors for temporary/substitute employees; **no sign-out** keys will be issued.

**Extra Keys/Fobs** – **No** additional/extra keys will be issued for sign out.

**Key/Fob Returns** – All employee's leaving the district are required to clear the keys with the building principal or the key control office. If the school fails to clear the departing staff member the school is responsible for

