BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:
SECURITY
CLA (REGULATION)

KEYS

All keys used in a school will be the responsibility of the principal. Requests for permanent issuance of keys may be made only when an employee regularly needs a key to carry out normal activities of the assigned position.

Keys may be issued on a temporary basis with the approval of the principal. A key card showing the number of the key and the room(s) or building(s) it opens will be signed by the person to whom the key is issued. Upon return of the key by the school employee, this receipt will be cancelled. Each principal will set up a key control system with a record of the number of each key for each building. The person issued a key will be responsible for its safekeeping. Keys will be used only by authorized personnel and will never be loaned to students.

Keys are not to be duplicated by anyone other than the School Plant Services Department.

SAFE AND SECURE SCHOOL PROGRAM

SECURING OF ALL EXTERIOR DOORS

Every exterior door of all instructional facilities in Midland Independent School District shall remain closed and locked to increase the safety and security of school facilities for staff, students, and visitors. Furthermore, MISD personnel will conduct weekly inspection sweeps of the external doors to each instructional facility within MISD.

ENTRANCE AFTER HOURS

School buildings are not to be entered after regular school hours or on weekends without approval of the principal assigned to that building.

The person responsible when a building is closed will ensure that all windows are closed and locked, all doors are closed and locked, and that all lights are turned out before leaving the building.

Students will never be allowed to enter any building for any purpose without the supervision of a District employee.

IDENTIFICATION OF DISTRICT EQUIPMENT

Equipment, furniture, and other District property with a value of $5,000 or more will be marked with an indelible identifying symbol or code. An inventory of the marked property will be kept in case of theft or vandalism.

VANDALISM/ BURGLARY

The Principal will report to MISD police all cases of burglary and/or vandalism. The principal will report to the business office all losses and damages due to burglary and/or vandalism using a Property Damage/Loss Report form. [See CLD (EXHIBIT)]

SECURING OF INTERIOR DOORS

Every interior door utilized for instructional purposes in Midland Independent School District shall remain closed and locked unless actively monitored, while classes are in session to increase the safety and security of school facilities for staff, students, and visitors. MISD defers implementation of this regulation to the operating partners' contract.

APPROVED – August 2023