

SALEM SCHOOL SYSTEM  
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

SECURITY OF BUILDINGS AND GROUNDS: PROCEDURE

Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

All keys used in a school shall be the responsibility of the Principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position, which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of the Principal.

The Principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to students.

Entry Codes

Entry codes shall be assigned by the Superintendent and distributed to authorized personnel only.

Policy Adopted: December 8, 1998