

SECURITY OF FACILITIES

Valuable buildings and their contents require a lock-control system to prevent unauthorized access or use. The Board of Education directs that a control system be placed in effect which provides governance for issuing, recording, possessing, reproducing, and returning keys, locks and combination numbers for building. The intent of the policy is to assure sensible control without giving it the metallic clang of cellblock rules.

Keys, Locks and Safes **Subsection 3517.1**

Authority is vested in the Assistant Superintendent for Business or designee to issue keys, locks, and combination numbers which are placed in the custody of school district employees and agents. The Assistant Superintendent for Business or designee will maintain in a secure place a record of the keys, locks and combination numbers issued for all buildings, entrance gates, safes, and vehicles. The inventory and the assignments will be audited in October and June of each year by the Assistant Superintendent for Business or designee who will, in turn, render a report to the Superintendent of Schools and/or his/her designee.

School principals will be accountable to the Assistant Superintendent for Business or designee for the issuance of keys, locks, and combination numbers to building staff.

The Transportation Supervisor will be accountable to the Assistant Superintendent for Business or designee for the issuance of keys for school transportation vehicles.

The Director of Facilities will be accountable to the Assistant Superintendent for Business or designee for the issuance of keys, locks and combination numbers to the custodial and maintenance department staff.

The Head of Security will be accountable to the Assistant Superintendent for Business or designee for the issuance of keys, locks, and combination numbers to the Security Guards.

The supervisor of continuing education will be accountable to the Assistant Superintendent for Business or designee for the issuance of keys, locks and combination numbers to driver education and to continuing education personnel.

The Food Services Supervisor will be accountable to the Assistant Superintendent for Business or designee for the issuance of keys, locks and combination numbers to central kitchen personnel and to food service drivers.

Refer to policy 3615 regarding key distribution.

Security of Facilities (Continued)**Apparatus and Furniture**
Subsection 3517.2

School principals are responsible to issue apparatus and furniture keys, locks or combination numbers (desks, wardrobes, cabinets, etc.) to building staff. The school principals will maintain a record of items issued to staff.

Persons assigned to work in the Administrative Center will be issued a swipe card, and furniture keys by the Assistant Superintendent for Business or designee upon the approval of the Superintendent of Schools. The Assistant Superintendent for Business or designee will maintain a record of items issued to personnel in the Administrative Center.

The Assistant Superintendent for Business or designee is responsible to issue furniture and apparatus keys to personnel assigned to the transportation department, the office of plant and facilities, and to central stores' personnel. The Assistant Superintendent for Business or designee will maintain a record of items issued to personnel who work in central stores, the transportation department and the office of plant and facilities.

Reproducing Keys and Combination Numbers
Subsection 3517.3

The Assistant Superintendent for Business or designee is authorized to reproduce keys for employees of the school district. **No other person, other than the Assistant Superintendent for Business or designee, is authorized to do so.** Should this policy be violated, it will be considered a serious breach of employee responsibility and subject the offending employee to disciplinary action. When a replacement key or an additional key is required, a written request will be forwarded to the Assistant Superintendent for Business or designee by the appropriate administrator. Refer to Policy #3615, Appendix A, for the key request form which is to be used for this purpose.

The Assistant Superintendent for Business or designee will issue combination numbers to select employees of the school district. The combination number is to be committed to memory and may not be shared with any other person. Should this policy be violated, it will be considered a serious breach of employee responsibility and subject the offending employee to disciplinary action. Principals or the administrator in charge of a particular building will inform the Assistant Superintendent for Business or designee, in writing, of persons within the applicable jurisdiction of those who are to be issued the combination number to a safe.

Security of Facilities (Continued)**Vital Records Rooms****Subsection 3517.4**

The storage room, located on the second floor in the South Ocean Middle School, and the Records Room and Vault located in the Administrative Center, have been especially equipped to house the vital records of the school district including century-old student records and the proceedings of the Board of Education. The security of this room is vested in the records management officer and the Superintendent of Schools who is authorized to designate any other persons who may have access to the room. The Superintendent of Schools will provide written notice of the school superintendent's designees as appointed by the Board of Education pursuant to state law, including the records management officer, to the Assistant Superintendent for Business or designee for recordkeeping purposes.

Safe Deposit Box**Subsection 3517.5**

A safe deposit box for the storage of property deeds, important contracts, and other vital documents will be assigned to a bank designated by the Board of Education at its annual reorganization meeting. Access to the safe deposit box is granted to the District Clerk, to the Superintendent of Schools, and to the Assistant Superintendent for Business or designee. Securing the deposit box key will be the responsibility of the District Clerk.

Combination Numbers and Locks Issued to Students**Subsection 3517.6**

School principals are authorized to issue combination numbers and locks for use by students for hallway or athletic lockers. The school principal will maintain a record of the combination numbers and locks which have been issued to the students. Other sections of the policy are not intended to apply to the combination numbers and locks issued to students.

OTHER RELATED INFORMATION

- All interior doors must be locked when a room is unoccupied and/or school is not in session.
- Last person leaving a shared office shall ensure the office door is locked upon their departure.

Policy Adopted:
July 13, 1987

Security of Facilities (Continued)

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