AR-3515(a)

SCHOOL SAFETY AND SECURITY

The school principal shall establish procedures to:

1. Minimize fire hazards.
2. Keep all fire exits clear as per fire code.
3. Reduce the probability of faulty equipment.
4. Guard against the chance of electrical shock.
5. Maintain records and funds in a safe and secure place.
6. Protect against vandalism and burglary.
7. Work with the Maintenance Director to assign responsibility and accountability for use of school building keys.
8. Require visitors to check in and receive a Visitors Pass from the office.
9. Maintain locked buildings during hours in which school activities are not occurring
10. Provide routine patrolling of the school and school grounds.
11. Secure outside areas and reduce the number of entrances which give access to the schools.

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee and the appropriate authority, as soon after discovery as possible. A written report of the incident shall be made within 24 hours and submitted to the District Office.

Keys

All keys used in a school shall be the responsibility of the principal. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each site administrator shall work with the Maintenance Director to set up a record keeping system so as to know at all times the location of all keys.

AR-3515(b)

SCHOOL SAFETY AND SECURITY

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, heat, appliances, etc. as appropriate when leaving the room or building.

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal or site administrator immediately and shall pay for a duplicate key. Employees may be fined a minimum of $100 or pay all fees up to $500 incurred for re-keying the building depending on whether the lost key was for a single site or multiple sites.

Keys shall be used only by authorized employees and shall never be loaned to students. Community members who have appropriate authorization may be permitted through the school office. Violations of this policy shall be cause for disciplinary action.

Adopted: November 15, 2018,
Reviewed: May 20, 2019