Central Greene School District

Section PROPERTY

Title BUILDING SECURITY

CENTRAL GREENE SCHOOL DISTRICT

Date Adopted October 21, 1981

Guide		Reference

709. BUILDING SECURITY

1. Purpose

The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.

2. Authority

The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building(s) keys and who may have after hours access to the facilities of this district.

3. Delegation of Responsibility

Access to school buildings and grounds may be established by the Superintendent in accordance with the following:

Unlimited Access: The Superintendent, the Board Secretary, and the Maintenance Supervisor or the head custodian.

Limited Access: Building principals to their assigned building, vice-principals (or assistant principal) to their assigned building, and head building custodians to their assigned building.

Possession of keys shall be in accordance with the following principles:

- A log of key assignments shall be maintained by the Business Office or other designated office.
- Duplicate keys unassigned shall be maintained in a safe or a secured box.
- Individuals assigned keys may not duplicate or loan them.

- All keys must be surrendered when there is no longer a need or upon request of the Superintendent, Secretary or building principal.

- The loss of a key must be reported to the Superintendent or his/her designee upon discovery.

- Overnight key loans may be made by request to the Superintendent or his/her designee.

- Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.

- A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

After hours entry to school buildings shall be controlled in accordance with these rules:

- The building custodian on duty shall restrict entry to one controlled point.

- All persons entering a school building after hours (except for organized activities) shall sign a log indicating: name, time of entry, reason for entry, and time of departure.

- Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

- These rules shall be prominently posted on each school building.